The ABCs of UEB

A Guide for the Transition

from

English Braille American Edition (EBAE)

to

The Rules of Unified English Braille (UEB)

Constance Risjord

The purpose of this book is to alert persons presently knowledgeable in braille transcribing to the differences between *English Braille American Edition* (EBAE) and *The Rules of Unified English Braille*, *June 2013* (UEB). It is not designed for those wishing to learn braille. References to UEB are given throughout. The reader is encouraged to look up the complete rules, study the many examples given in UEB, and become familiar with the vocabulary as shown in the UEB Glossary.

In the following sections, the examples given first demonstrate the correct braille using EBAE rules and then again using UEB rules. When UEB terminology differs from that used in EBAE, the familiar EBAE term is shown followed by the bracketed UEB term or expression.

Rules for formatting headings, paragraphs, contents page, and other items involving spacing or placement on a page are not affected by UEB rules.

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PREFACE

Braille, the ingenious system of six dots invented by Louis Braille almost 200 years ago, has meant literacy to thousands of blind people. Over the years, the braille code has changed as it has adapted to new language conventions, and added new symbols that were needed to more accurately reflect different types of text. Since braille represents a living language—English—periodic modifications are necessary to reflect changes in our language and keep braille vital and contemporary. The development of Unified English Braille (UEB) had its origin in the need to make revisions to our current code so that it could more accurately reflect changes in the English language.

The Braille Authority of North America (BANA) is responsible for the creation of the rules and guidelines for literary and technical materials used by blind persons in North America. BANA currently consists of representatives from 17 different organizations, and BANA's committees include dozens of knowledgeable people who care deeply about braille and literacy. The Unified English Braille (UEB) code project was started by BANA in the early 1990s to reduce the complexity and increase the accuracy of braille transcription. The project grew to become an international effort among seven English-speaking countries under the auspices of the International Council on English Braille. UEB, developed primarily by braille readers, is based on current literary braille and is designed to be flexible, unambiguous, extensible, and computable. In 2012, the United States adopted UEB as an official code.

This document outlines the major differences between *English Braille, American Edition* (EBAE) and UEB. It is not a complete instruction manual but it does provide examples and practice exercises so that people who already know EBAE will be able to quickly build on their knowledge of braille to understand UEB. Many thanks to Constance Risjord for volunteering to take on this project. It is a valuable and helpful resource as we make the transition to UEB.

Frances Mary D'Andrea
Chair, Braille Authority of North America

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~C.R.

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1. CAPITALIZATION [UEB §8]
[EBAE composition sign]

1.1 Letter

As in EBAE, in UEB dot 6 [*capital letter indicator*] indicates that the following letter is capitalized.

[EBAE & UEB]
B&B ⠠⠃⠈⠯⠠⠃

1.2 Word

1.2(a) Like EBAE's double capital sign, two dot 6's [*capital word indicator*] indicate that the following word or letter sequence is fully capitalized.

[EBAE & UEB]
STOP! ⠠⠠⠎⠞⠕⠏⠖

1.2(b) **Capitals terminator:** Just like the termination sign in EBAE, in partially capitalized letter groupings the *capitals terminator* (6,3), placed after the final capitalized letter, stops the effect of the double capital sign [*capital word indicator].*

[EBAE Update 2007 & UEB]
ABCs ⠠⠠⠁⠃⠉⠠⠄⠎

1.2(c) As well as the *capitals terminator*, in UEB a space, or any non-alphabetic (i.e., non-letter) symbol such as a hyphen, dash, apostrophe, slash, number, etc., terminates the effect of the *capital word indicator*. [UEB 8.4.2, 8.6]

[EBAE]
BOB'S CAFE
⠠⠠⠃⠕⠃⠄⠎ ⠠⠠⠉⠁⠋⠑
BOB's CAFE
⠠⠠⠃⠕⠃⠠⠄⠄⠎ ⠠⠠⠉⠁⠋⠑
MERRY-GO-ROUND
⠠⠠⠍⠻⠗⠽⠤⠛⠤⠗⠨⠙

[UEB]
BOB'S CAFE
⠠⠠⠃⠕⠃⠄⠠⠎ ⠠⠠⠉⠁⠋⠑
BOB's CAFE
⠠⠠⠃⠕⠃⠄⠎ ⠠⠠⠉⠁⠋⠑
MERRY-GO-ROUND
⠠⠠⠍⠻⠗⠽⠤⠠⠠⠛⠤⠠⠠⠗⠨⠙

1.2(d) Because the presence of a hyphen in a fully capitalized hyphenated-compound word terminates the effect of the *capital word indicator*, when that word is divided between braille lines following the hyphen, the *capital word indicator* must be repeated at the beginning of the second line. [UEB 8.4.3]

1.2(e) The *capital word indicator* is not repeated when a non-hyphenated word is divided between braille lines. [UEB 8.4.4.]

1.3 Passage

1.3(a) A *capitalized passage indicator*, (6, 6, 6) precedes three or more fully capitalized consecutive words or symbols-*sequences*.* The capitals terminator, (6, 3) placed after the last capitalized word, indicates the end of the capitals.

The effect of the passage indicator carries through any non-letter symbols in the passage. [UEB 8.5–6]

[EBAE]
CAUTION: 10 MPH LIMIT
⠠⠠⠉⠁⠥⠰⠝⠒ ⠼⠁⠚ ⠠⠠⠍⠏⠓
⠠⠠⠇⠊⠍⠊⠞

[UEB]
CAUTION: 10 MPH LIMIT
⠠⠠⠠⠉⠁⠥⠰⠝⠒ ⠼⠁⠚
⠍⠏⠓ ⠇⠊⠍⠊⠞⠠⠄

*A symbols-*sequence* is any unbroken string of braille signs (letters, numbers, punctuation, or any other signs), that is preceded and followed by a space.

1.3(b) Only an accent symbol [*modifier*] or the ligature indicator (see §9 below) can come between a capital indicator and the letter or word to which it applies. [UEB 8.3.3, 8.7.1, 4.3.2]

1.3(c) The effect of the *capital passage indicator* is not terminated by enclosure or font attribute symbols. [UEB 8.5.3]

[UEB]
PUT THE "**GIVE**" IN THANKSGIVING
⠠⠠⠠⠏⠥⠞ ⠮ ⠦⠘⠂⠛⠊⠧⠑⠴ ⠔ ⠹⠁⠝⠅⠎⠛⠊⠧⠬⠠⠄

Note: Font attributes, such as the bold typeface used above, are discussed in §4.

2. PUNCTUATION [UEB §7]

2.1 Punctuation that remains the same

2.1(a) The configurations for the following marks of punctuation are the same in EBAE and UEB: **period, question mark, exclamation mark, comma, semicolon, colon, hyphen,** and **forward slash [*solidus*]**.

2.1(b) The same braille configuration (⠲) is used for all print dots: the period, decimal point, ellipsis, and the computer dot.

[EBAE] I bought this 1.49 carat diamond … at www.diamonds.com.
⠠⠊ ⠃⠐⠳ ⠹ ⠼⠁⠨⠙⠊ ⠉⠜⠁⠞
⠙⠊⠁⠍⠕⠝⠙ ⠄⠄⠄ ⠁⠞
⠸⠬⠺⠺⠺⠨⠙⠊⠁⠍⠕⠝⠙⠎⠨⠉⠕⠍⠸⠱⠲

[UEB] I bought this 1.49 carat diamond … at www.diamonds.com.
⠠⠊ ⠃⠐⠳ ⠹ ⠼⠁⠲⠙⠊ ⠉⠜⠁⠞
⠙⠊⠁⠍⠕⠝⠙ ⠲⠲⠲ ⠁⠞
⠺⠺⠺⠲⠙⠊⠁⠍⠕⠝⠙⠎⠲⠉⠕⠍⠲
[Note that opening and closing CBC indicators are not used in UEB.]

2.2 Configurations and/or rules affecting punctuation that have changed

As noted below, the dot configurations for the following marks of punctuation have changed: **dash, quotation marks, parentheses, brackets.** There has also been a minor rule change for the use of the **slash [*solidus*]**. See 2.2(e) below.

2.2(a) Dashes and underscore [UEB 7.2]

⠠⠤ dash

Used for pauses and omissions, but not for blanks to be filled in. Follow print spacing for the dash regardless of where it occurs in a sentence. If print spacing is unclear, leave spaces around the dash.

[EBAE] Ah— did you say that Sue got the job? ⠠⠁⠓⠤⠤⠙⠊⠙ ⠽ ⠎⠁⠽ ⠞
⠠⠎⠥⠑ ⠛⠕⠞ ⠮ ⠚⠕⠃⠦

Sue P—— got the job.
⠠⠎⠥⠑ ⠠⠏⠤⠤⠤⠤ ⠛⠕⠞ ⠮
⠚⠕⠃⠲

[UEB] Ah— did you say that Sue got the job? ⠠⠁⠓⠠⠤⠙⠊⠙ ⠽ ⠎⠁⠽ ⠞
⠠⠎⠥⠑ ⠛⠕⠞ ⠮ ⠚⠕⠃⠦

Sue P—— got the job.
⠠⠎⠥⠑ ⠰⠠⠏⠠⠤ ⠛⠕⠞ ⠮ ⠚⠕⠃⠲*

***** Except for the letters a, i, and o, a letter sign [*grade 1 symbol indicator*] is required before single letters and initials when followed by a dash that indicates missing letters. [UEB 5.7]

⠐⠠⠤ long dash [UEB 7.2.4]

Used only when print uses both a short and a long dash *and a distinction must be made between the two.*

[EBAE] Ah— did you say that Sue P—— got the job?	**[UEB]** Ah— did you say that Sue P—— got the job?
⠠⠁⠓⠤⠤⠙⠊⠙ ⠽ ⠎⠁⠽ ⠞ ⠠⠎⠥⠑ ⠠⠏⠤⠤⠤⠤ ⠛⠕⠞ ⠮ ⠚⠕⠃⠦	⠠⠁⠓⠠⠤⠙⠊⠙ ⠽ ⠎⠁⠽ ⠞ ⠠⠎⠥⠑ ⠰⠠⠏⠐⠠⠤ ⠛⠕⠞ ⠮ ⠚⠕⠃⠦

⠨⠤ underscore or low line

Used for blanks to be filled in, and in electronic addresses (see §8 below).

[BF 10.5]	**[UEB]**
Snow is hot. ___ true ___false ⠠⠎⠝⠪ ⠊⠎ ⠓⠕⠞⠲ ⠞⠗⠥⠑ ⠋⠁⠇⠎⠑	Snow is hot. ___ true ___false ⠠⠎⠝⠪ ⠊⠎ ⠓⠕⠞⠲ ⠨⠤ ⠞⠗⠥⠑ ⠨⠤ ⠋⠁⠇⠎⠑
17 plus 9 equals _____. ⠼⠁⠛ ⠏⠇⠥⠎ ⠼⠊ ⠑⠟⠥⠁⠇⠎ ⠤⠤⠤⠤⠲	17 plus 9 equals _____. ⠼⠁⠛ ⠏⠇⠥⠎ ⠼⠊ ⠑⠟⠥⠁⠇⠎ ⠨⠤⠲

As in EBAE, when hyphens are used to represent missing letters, follow print.

2.2(b) **Quotation marks** [UEB 7.6]

[1] The opening and closing double quotation marks [*one-cell, nonspecific*] remain the same (⠦ and ⠴), as well as the opening single quotation mark (⠠⠦). UEB has changed the closing single quote mark to ⠠⠴ in order to fit the UEB symbol construction.

[EBAE] "Please sing, 'Varsity'."	**[UEB]** "Please sing, 'Varsity'."
⠦⠠⠏⠇⠂⠎⠑ ⠎⠬⠂ ⠠⠦⠠⠧⠜⠎⠰⠽⠴⠄⠲⠴	⠦⠠⠏⠇⠂⠎⠑ ⠎⠬⠂ ⠠⠦⠠⠧⠜⠎⠰⠽⠠⠴⠲⠴

[2] There are other forms of specific quotation marks that can be used when, in rare cases, it is important to distinguish between non-directional (i.e., straight ["]), directional (i.e., slanted [″] or curled [“ ”]), or Italian (« »), or when there is a quotation within an inner quotation. [UEB 7.6.2–7]

2.2(c) **Parentheses** ⠐⠣ ⠐⠜ [UEB 7]

[EBAE] Nancy (her cousin) is my sister-in-law.
⠠⠝⠁⠝⠉⠽ ⠶⠓⠻ ⠉⠳⠎⠔⠶ ⠊⠎
⠍⠽ ⠎⠊⠌⠻⠤⠔⠤⠇⠁⠺⠲

[UEB] Nancy (her cousin) is my sister-in-law.
⠠⠝⠁⠝⠉⠽ ⠐⠣⠓⠻ ⠉⠳⠎⠔⠐⠜ ⠊⠎
⠍⠽ ⠎⠊⠌⠻⠤⠔⠤⠇⠁⠺⠲ [Note that the "in" contraction is used in "sister-in-law." See 3.5(7)[a] below.]

2.2(d) **Brackets (square)** ⠨⠣ ⠨⠜ [UEB 7]

[EBAE] He will arrive in the spring [May, I think].
⠠⠓⠑ ⠺ ⠜⠗⠊⠧⠑ ⠔ ⠮ ⠎⠏⠗⠬
⠠⠶⠠⠍⠁⠽⠂ ⠠⠊ ⠹⠔⠅⠶⠄⠲

[UEB] He will arrive in the spring [May, I think].
⠠⠓⠑ ⠺ ⠜⠗⠊⠧⠑ ⠔ ⠮ ⠎⠏⠗⠬
⠨⠣⠠⠍⠁⠽⠂ ⠠⠊ ⠹⠔⠅⠨⠜⠲

There are also new symbols for angle (⠈⠣ ⠈⠜) and curly (⠸⠣ ⠸⠜) brackets. Note that the UEB symbols of enclosure: parentheses; square, angle, and curly brackets; and transcriber's note symbols all have the same root (⠣ ⠜), making them easy to recognize.

2.2(e) **Slash** [*Solidus*] [UEB 7.4.1]

Do not use a hyphen following a solidus when a word grouping that includes a solidus is divided between braille lines.

[EBAE] typist/stenographer
⠞⠽⠏⠊⠌⠸⠌⠤
⠌⠢⠕⠛⠗⠁⠏⠓⠻

[UEB]
typist/stenographer
⠞⠽⠏⠊⠌⠸⠌
⠌⠢⠕⠛⠗⠁⠏⠓⠻

Summary of UEB rules for the solidus

Capital and numeric indicators must be repeated following a solidus, but a typeform indicator is not repeated.

Contractions can be used next to the solidus with the exception of: (1) alphabetic contractions, (2) lower whole-word signs*, (3) *be, con, dis*, (4) the whole-word contractions for *child, shall, this, which, out, still*, and (5) shortforms.

*The one exception to this exception is the contraction for the word "in," which can be used anywhere so long as it is in a sequence that contains an upper dot.

2.3 Punctuation with the capitals terminator [UEB 8.6.2]

The *capitals terminator* (⠠⠄) can be placed either after or before ending punctuation in a fully capitalized passage; however, paired characters such as parentheses, brackets, or quotes, should be nested, i.e., closed in the reverse order of opening.

[EBAE] BEST BUY IN TOWN!
⠠⠠⠃⠑⠌ ⠠⠠⠃⠥⠽ ⠠⠠⠔
⠠⠠⠞⠪⠝⠖

The crowd shouted "STOP THAT BALL!"
⠠⠮ ⠉⠗⠪⠙ ⠩⠳⠞⠫ ⠦⠠⠠⠌⠕⠏
⠠⠠⠹ ⠠⠠⠃⠁⠇⠇⠖⠴

[UEB] BEST BUY IN TOWN!
⠠⠠⠠⠃⠑⠌ ⠃⠥⠽ ⠔ ⠞⠪⠝⠖⠠⠄
OR
⠠⠠⠠⠃⠑⠌ ⠃⠥⠽ ⠔ ⠞⠪⠝⠠⠄⠖

The crowd shouted "STOP THAT BALL!"
⠠⠮ ⠉⠗⠪⠙ ⠩⠳⠞⠫ ⠦⠠⠠⠠⠌⠕⠏
⠹ ⠃⠁⠇⠇⠖⠠⠄⠴

2.4 Punctuation standing alone [UEB 7.1.3–4]

Place a letter sign [*grade 1 symbol indicator*] before a mark of punctuation that could be misread as a contraction when it is shown standing alone or enclosed within enclosure symbols. Note that the EBAE print symbol indicator (dot 4) is not used in UEB.

[EBAE] Either a . or a ? can end a sentence. ⠠⠑⠊ ⠁ ⠈⠲ ⠕⠗
⠁ ⠈⠦ ⠉ ⠢⠙ ⠁ ⠎⠢⠞⠰⠑⠲

Samuel Hudson (1942–)
⠠⠎⠁⠍⠥⠑⠇ ⠠⠓⠥⠙⠎⠕⠝
⠶⠼⠁⠊⠙⠃⠤⠤⠤⠤⠶

[UEB] Either a . or a ? can end a sentence. ⠠⠑⠊ ⠁ ⠲ ⠕⠗ ⠁
⠰⠦ ⠉ ⠢⠙ ⠁ ⠎⠢⠞⠰⠑⠲

Samuel Hudson (1942–)
⠠⠎⠁⠍⠥⠑⠇ ⠠⠓⠥⠙⠎⠕⠝
⠐⠣⠼⠁⠊⠙⠃⠠⠤ ⠐⠜

Note also that a grade 1 indicator is not used before the period in the first example nor the closing parenthesis in the second example because they could not be misread as contractions.

READING PRACTICE 1

Read the following sentences. Write them out in longhand and compare your work with the print version on page 12.

⠼⠁⠲ ⠠⠊⠎ ⠠⠑⠛⠽⠏⠞ ⠁⠝ ⠑⠟⠥⠁⠞⠕⠗⠊⠁⠇ ⠗⠑⠛⠊⠕⠝⠦ ⠨⠣⠠⠎⠑⠑ ⠍⠁⠏ ⠷ ⠠⠁⠋⠗⠊⠉⠁⠲⠨⠜

⠼⠃⠲ ⠠⠙⠗⠲ ⠠⠁⠲ ⠰⠠⠚⠲ ⠠⠍⠜⠞⠔⠤⠠⠎⠍⠊⠹ ⠚⠕⠔⠫ ⠠⠠⠠⠙⠕⠉⠞⠕⠗⠎ ⠺⠳⠞ ⠃⠕⠗⠙⠻⠎⠠⠄ ⠇⠁⠌ ⠽⠑⠜⠲ ⠠⠩⠑ ⠊⠎ ⠐⠺⠬ ⠔ ⠠⠠⠎⠁⠝⠁⠄⠠⠁⠂ ⠠⠠⠽⠑⠍⠢⠲

⠼⠉⠲ ⠦⠠⠉ ⠽ ⠗⠑⠉⠊⠞⠑ ⠋ ⠠⠦⠠⠓⠊⠁⠺⠁⠹⠁⠠⠴⠦⠴ ⠩⠑ ⠁⠎⠅⠫⠲

⠼⠙⠲ ⠠⠏⠊ ⠑⠟⠥⠁⠇⠎ ⠼⠉⠲⠁⠙⠁⠑⠊⠲

⠼⠑⠲ ⠠⠚⠕⠑ ⠐⠣⠁ ⠛⠗⠥⠍⠏⠽ ⠍⠁⠝⠐⠜ ⠎⠑⠇⠙⠕⠍ ⠎⠍⠊⠇⠑⠎⠆ ⠠⠚⠕⠑⠄⠎ ⠺⠊⠋⠑ ⠐⠣⠇⠥⠉⠅⠊⠇⠽⠐⠜ ⠊⠎ ⠓⠁⠏⠏⠽⠲

⠼⠋⠲ ⠠⠺⠁⠇⠞ ⠠⠱⠊⠞⠍⠁⠝ ⠺⠗⠕⠞⠑ ⠦⠠⠠⠠⠕ ⠉⠁⠏⠞⠁⠔⠂ ⠍⠽ ⠉⠁⠏⠞⠁⠔⠖⠠⠄⠴

⠼⠛⠲ ⠠⠠⠠⠁⠞⠞⠢⠰⠝⠖ ⠛⠗⠯ ⠕⠏⠢⠬⠖⠠⠄ ⠠⠕⠝ ⠮ ⠋⠌ ⠷ ⠠⠚⠥⠇⠽ ⠮ ⠷⠋⠊⠉⠑⠎ ⠷ ⠠⠠⠓⠜⠗⠊⠎⠤⠠⠠⠚⠐⠕⠎ ⠠⠠⠙⠢⠞⠊⠌⠗⠽ ⠺ ⠆⠉⠕⠍⠑ ⠠⠠⠓⠜⠗⠊⠎⠤⠠⠠⠚⠐⠕⠎⠤⠠⠠⠺⠊⠇⠎⠕⠝ ⠠⠠⠙⠢⠞⠊⠌⠗⠽⠲

WRITING PRACTICE 1

Braille the following sentences. Start each sentence in cell 3 and use a 40-cell line. Compare your work with the print version on page 13.

1. "Can I please play 'Ophelia' in Hamlet, Miss Johnson?" asked Sarah.
2. Happily – despite my arthritis – I can still swim.
3. STOP: PLEASE STAY ON THE PATH!
4. Johnny can say the ABCs and sing MARY HAD A LITTLE LAMB.
5. This ruler measures 12 inches or 30.5 centimeters.
6. You can find this book at www.amazon.com.
7. Columbus discovered America in ____.
8. On Sunday, please bring your spouse/significant other with you.

[Reference numbers in the practices refer to sections in this manual.]

Reading Practice 1

(answers)

1. Is Egypt an equatorial region? [See map of Africa.]
   [brackets 2.2(d)]

2. Dr. A. J. Martin-Smith joined DOCTORS WITHOUT BORDERS last year. She is working in SANA'A, YEMEN.
   [Open and close capital passage indicators 1.3(a); SANA'A 1.2(c)]

3. "Can you recite from 'Hiawatha'?" she asked.
   [Quotation marks 2.2(b)]

4. Pi equals 3.14159.
   [Decimal point 2.1(b)]

5. Joe (a grumpy man) seldom smiles; Joe's wife (luckily) is happy.
   [Parentheses 2.2(c)]

6. Walt Whitman wrote "O CAPTAIN, MY CAPTAIN!"
   [Quotation marks and open and close capitalized passage indicators 2.3]

7. ATTENTION! GRAND OPENING! On the first of July the offices of HARRIS-JONES DENTISTRY will become HARRIS-JONES-WILSON DENTISTRY.

   [HARRIS-JONES is one symbols-sequence. HARRIS-JONES-WILSON is also one symbols-sequence. A capitalized passage indicator would only be needed if it read: HARRIS-JONES-WILSON FAMILY DENTISTRY (three symbol sequences)*. 1.3(a)]*

[Reference numbers in the practices refer to sections in this manual.]

Writing Practice 1

(answers)

⠼⠁⠲ ⠦⠠⠉ ⠠⠊ ⠏⠇⠂⠎⠑ ⠏⠇⠁⠽ ⠠⠦⠠⠕⠏⠓⠑⠇⠊⠁⠠⠴ ⠔
⠠⠓⠁⠍⠇⠑⠞⠂ ⠠⠍⠊⠎⠎ ⠠⠚⠕⠓⠝⠎⠕⠝⠦⠴ ⠁⠎⠅⠫ ⠠⠎⠜⠁⠓⠲

[Quotation marks 2.2(b)]

⠼⠃⠲ ⠠⠓⠁⠏⠏⠊⠇⠽ ⠠⠤ ⠙⠑⠎⠏⠊⠞⠑ ⠍⠽ ⠜⠹⠗⠊⠞⠊⠎ ⠠⠤
⠠⠊ ⠉ ⠌ ⠎⠺⠊⠍⠲

[Spaced dashes 2.2(a)]

⠼⠉⠲ ⠠⠠⠠⠌⠕⠏⠒ ⠏⠇⠂⠎⠑ ⠌⠁⠽ ⠕⠝ ⠮ ⠏⠁⠹⠖⠠⠄

OR

⠠⠠⠠⠌⠕⠏⠒ ⠏⠇⠂⠎⠑ ⠌⠁⠽ ⠕⠝ ⠮ ⠏⠁⠹⠠⠄⠖

[Capital passage terminator 2.3]

⠼⠙⠲ ⠠⠚⠕⠓⠝⠝⠽ ⠉ ⠎⠁⠽ ⠮ ⠠⠠⠁⠃⠉⠠⠄⠎ ⠯ ⠎⠬
⠠⠠⠠⠍⠜⠽ ⠸⠓ ⠁ ⠇⠇ ⠇⠁⠍⠃⠲⠠⠄

[Capitals terminated by apostrophe 1.2(c),
Capital passage terminator 2.3]

⠼⠑⠲ ⠠⠹ ⠗⠥⠇⠻ ⠍⠂⠎⠥⠗⠑⠎ ⠼⠁⠃ ⠔⠡⠑⠎ ⠕⠗ ⠼⠉⠚⠲⠑
⠉⠢⠞⠊⠍⠑⠞⠻⠎⠲

[Decimal point 2.1(b)]

⠼⠋⠲ ⠠⠽ ⠉ ⠋⠔⠙ ⠹ ⠃⠕⠕⠅ ⠁⠞ ⠺⠺⠺⠲⠁⠍⠁⠵⠕⠝⠲⠉⠕⠍⠲

[Computer dots 2.1(b)]

⠼⠛⠲ ⠠⠉⠕⠇⠥⠍⠃⠥⠎ ⠲⠉⠕⠧⠻⠫ ⠠⠁⠍⠻⠊⠉⠁ ⠔ ⠨⠤⠲

[Underscore (blank to be filled in) 2.2(a)]

⠼⠓⠲ ⠠⠕⠝ ⠠⠎⠥⠝⠐⠙⠂ ⠏⠇⠂⠎⠑ ⠃⠗⠬ ⠽⠗ ⠎⠏⠳⠎⠑⠸⠌
⠎⠊⠛⠝⠊⠋⠊⠉⠁⠝⠞ ⠕⠮⠗ ⠿ ⠽⠲

[Slash (solidus) 2.2(e)]

3. CONTRACTIONS [UEB §10]

The UEB rules for contraction usage are quite different from and much less restrictive than EBAE, and may seem strange at first. Many EBAE rules were written to aid in the pronunciation of a word—something that the printed word does not do. UEB has tried to lessen the reliance on pronunciation as the reason to use a contraction, teaching that the "er" contraction, for instance, is the letters *e-r*, not the sound *errr*. UEB, being a "universal" code, must apply to all English-speaking countries. Pronunciation varies greatly from country to country and even within a country.

3.1 Contractions discontinued

3.1(a) In order to render the unambiguous translation of print to braille the following words and letter combinations are no longer contracted.

to	into	by
ble	com	dd
ation	ally	o'clock

"Come on, Daddy! The problem is that by eight o'clock it will be too late to get into the station to pick up Sally.

[UEB] ⠦⠠⠉⠕⠍⠑ ⠕⠝ ⠠⠙⠁⠙⠙⠽⠖ ⠠⠮ ⠏⠗⠕⠃⠇⠑⠍ ⠊⠎ ⠞ ⠃⠽ ⠑⠊⠣⠞
⠕⠄⠉⠇⠕⠉⠅ ⠭ ⠺ ⠆ ⠞⠕⠕ ⠇⠁⠞⠑ ⠞⠕ ⠛⠑⠞ ⠔⠞⠕ ⠮ ⠌⠁⠰⠝ ⠞⠕
⠏⠊⠉⠅ ⠥⠏ ⠠⠎⠁⠇⠇⠽⠲

- **ation** and **ally** were eliminated because they created complications in rules having to do with capital letters in the middle of words. Now all capital letters can be used anywhere.
- **to, into** and **by** were eliminated to allow for greater consistency in usage of other symbols, and so that all words have space boundaries.
- **com** was eliminated in order to remove the ambiguity between the contraction and a hyphen.
- **ble** was eliminated to allow for precise reading and writing of numbers wherever they occur within literary context.
- **dd** was eliminated to allow for a single way to show the period/dot/decimal point even when it occurs in the middle of words or numbers.
- **o'clock** was eliminated because it is a rarely used word and an exception to the capital rule would have been necessary.

3.1(b) Due to the elimination of these contractions, contraction usage has changed for some words.

		EBAE		**UEB**
creation		⠉⠗⠑⠠⠝		⠉⠗⠂⠰⠝
really		⠗⠑⠠⠽		⠗⠂⠇⠇⠽
doubled		⠙⠳⠼⠙		⠙⠳⠃⠇⠫
cobbled		⠉⠕⠃⠼⠙		⠉⠕⠆⠇⠫

3.2 No sequencing

Words are no longer joined.

[EBAE]
go for a ride into town
⠛ ⠿⠁ ⠗⠊⠙⠑ ⠔⠖⠞⠪⠝

[UEB]
go for a ride into town
⠛ ⠿ ⠁ ⠗⠊⠙⠑ ⠔⠞⠕ ⠞⠪⠝

3.3 The Standing-Alone Rule [UEB 2.6]

In EBAE the only contractions considered "standing alone" are the lower signs for *his, was, were, be, in* and *enough*. These contractions are used only when the words are untouched by other letters or punctuation (they may, however, be in contact with composition signs).

UEB uses the term "standing alone" for any letter, or unbroken sequence of letters if it is preceded and followed by a space, a hyphen, or a dash (whether short or long). These letters or letter sequences may be in contact with common literary punctuation and composition signs. The "standing alone" rule is used to determine when a braille sign is read as a contraction. For example, in a compound term such as "child-like" the word on each side of the hyphen is considered to be "standing alone," and the one-cell, whole-word [*alphabetic*] contractions can be used.

Contractions that are used as whole words and that must *stand alone*, are:

- one-cell, whole-word contractions [*alphabetic wordsigns*]
- child, shall, this, which, out, still [*strong wordsigns*]
- be, was, were, his, enough [*lower wordsigns*]
- shortforms

3.4 Contractions used more often

UEB has a much more relaxed view of contraction usage than EBAE. In many cases (see below) it is permissible to use a contraction when it partially falls into a prefix or suffix and partially into the base word (called "bridging"). It is also usually possible to bridge between the letters of a diphthong and the rest of the word. Generally, contractions are used even when their use alters the usual form of the word.

As in EBAE, it is not permissible to use a contraction that would bridge the words that make up an unhyphenated compound word [UEB 10.11.1]

3.5 Contractions [*groupsigns, wordsigns*]

In the following sections, the changes to contraction usage are listed in the order in which they are taught in the National Library Service's *Instruction Manual for Braille Transcribing*.

3.5(a) One-cell, whole-word contractions [a*lphabetic wordsigns*] [UEB 10.1.1]

As in EBAE, these contractions can be used in hyphenated compound words and next to a dash and other common punctuation, but not next to a slash [UEB 2.6.2-3]. The contractions for "do" and "so" can now be used in the musical scale "do-re-mi-fa-so."

3.5(b) *and, for, of, the, with* (whole word contractions) [*strong wordsigns*] [UEB 10.3]

These words are no longer joined when appearing in a sequence.

		EBAE		**UEB**
by and for the people		⠴⠯⠿⠮ ⠏		⠃⠽ ⠯ ⠿ ⠮ ⠏

Note: In UEB, the term "strong" as applied to contractions means those containing dots in both the top and bottom rows and in both the left and right columns of the braille cell.

3.5(c) *and, for, of, the, with* (part word contractions) [*strong contractions*] [UEB 10.3]

These contractions are used even when they bridge a prefix and a base word.

		EBAE		**UEB**
pandemic		⠏⠁⠝⠙⠑⠍⠊⠉		⠏⠯⠑⠍⠊⠉
Vandyke		⠠⠧⠁⠝⠙⠽⠅⠑		⠠⠧⠯⠽⠅⠑
professor		⠏⠗⠕⠋⠑⠎⠎⠕⠗		⠏⠗⠷⠑⠎⠎⠕⠗
profile		⠏⠗⠕⠋⠊⠇⠑		⠏⠗⠷⠊⠇⠑

3.5(d) ***child, shall, this, which, out, still*** [*strong wordsigns*] [UEB 10.2.2]
In EBAE, with the exception of *child's* and *still's*, these contractions cannot be used next to an apostrophe. UEB permits the use of these *strong wordsigns* with words that have an internal apostrophe followed by *d, ll, re, s, t*, and *ve*. [2.6.4]

		EBAE		**UEB**
This'll do the job.		⠠⠹⠊⠎⠄⠇⠇		⠠⠹⠄⠇⠇
Which'll be first?		⠠⠱⠊⠡⠄⠇⠇		⠠⠱⠄⠇⠇
This'd better be good.		⠠⠹⠊⠎⠄⠙		⠠⠹⠄⠙

3.5(e) ***ch, sh, th, wh, ou, st*** [*strong groupsigns*] [UEB 10.4]
With only a few exceptions, these contractions are used wherever they occur. Note, however, that they cannot be used in ordinal numbers (see 6.1(b) below), or when they would bridge the components of a compound word, or when the "h" is aspirated.

		EBAE		**UEB**
mistake		⠍⠊⠎⠞⠁⠅⠑		⠍⠊⠌⠁⠅⠑
1st 4th		⠼⠁⠌ ⠼⠙⠹		⠼⠁⠎⠞ ⠼⠙⠞⠓

		EBAE & **UEB**
painstaking [compound]		⠏⠁⠔⠎⠞⠁⠅⠬
mishap [aspirated "h"]		⠍⠊⠎⠓⠁⠏

3.5(f) ***ar, ed, er, gh, ow, ing*** [*strong groupsigns*] [UEB 10.4]
(*ble* has been eliminated)

		EBAE		**UEB**
imagery		⠊⠍⠁⠛⠑⠗⠽		⠊⠍⠁⠛⠻⠽
erase		⠑⠗⠁⠎⠑		⠻⠁⠎⠑
derived		⠙⠑⠗⠊⠧⠫		⠙⠻⠊⠧⠫
reread		⠗⠑⠗⠂⠙		⠗⠻⠂⠙
derail		⠙⠑⠗⠁⠊⠇		⠙⠻⠁⠊⠇
edition		⠑⠙⠊⠰⠝		⠫⠊⠰⠝
redistribute		⠗⠑⠙⠊⠎⠞⠗⠊⠃⠥⠞⠑		⠗⠫⠊⠌⠗⠊⠃⠥⠞⠑
predetermine		⠏⠗⠑⠙⠑⠞⠻⠍⠔⠑		⠏⠗⠫⠑⠞⠻⠍⠔⠑
benediction		⠃⠢⠑⠙⠊⠉⠰⠝		⠃⠢⠫⠊⠉⠰⠝

		EBAE & **UEB**
kilowatt [compound]		⠅⠊⠇⠕⠺⠁⠞⠞
Shanghai [aspirated "h"]		⠠⠩⠁⠝⠛⠓⠁⠊

ing [*strong groupsign*] [UEB 10.4.3, 10.13.4]

In UEB the *ing* contraction is used wherever it occurs except at the "beginning of a word," even when two adjoining consonants are pronounced separately.

Note: In UEB, the "beginning of a word" is defined not only as the actual first letters of a word, but also as any letters-sequence that follows *a space, a hyphen* or *a dash*; therefore, the *ing* contraction cannot be used at the beginning of a braille line in a divided word because the letters "ing" are following a hyphen.

		EBAE		**UEB**
meningitis		⠍⠢⠔⠛⠊⠞⠊⠎		⠍⠢⠬⠊⠞⠊⠎
nightingale		⠝⠊⠣⠞⠔⠛⠁⠇⠑		⠝⠊⠣⠞⠬⠁⠇⠑
ravish- ingly		⠗⠁⠧⠊⠩⠤ ⠬⠇⠽		⠗⠁⠧⠊⠩⠤ ⠔⠛⠇⠽
to-ing and fro-ing		⠞⠕⠤⠬ ⠯ ⠋⠗⠕⠤⠬		⠞⠕⠤⠔⠛ ⠯ ⠋⠗⠕⠤⠔⠛

As in EBAE, composition signs that occur between a hyphen or a dash and the following letters are ignored when deciding when to use a contraction.

		EBAE		**UEB**
sing-ING		⠎⠊⠝⠛⠤⠠⠠⠊⠝⠛		⠎⠬⠤⠠⠠⠔⠛

3.5(g) Lower signs, whole words [10.10.10]

(*to, into,* and *by* have been eliminated)

3.5(g)[1] *be, his, was, were* as whole words [*lower wordsigns*] [UEB 10.5.1, 10.13.7]

In EBAE, the whole-word contractions *be, his, was*, and *were* can be contracted only when they are separated by a space from all other letters or words. They can be preceded by composition signs, i.e., the capital and emphasis [*typeform*] indicators but they cannot be in contact with any sign of punctuation.

In UEB these contractions, with or without composition signs, can be used when they are in *direct* contact with signs of punctuation that contain an upper dot (with the exception of the slash [*solidus*]). They cannot be used when in contact with lower-dot punctuation, and never in contact with a hyphen or a dash—even when separated from them by the end of a braille line.

		EBAE		**UEB**
(HIS turn)		⠶⠠⠠⠓⠊⠎ ⠞⠥⠗⠝⠶		⠐⠣⠠⠠⠦ ⠞⠥⠗⠝⠐⠜
("BE QUIET!")		⠶⠦⠠⠠⠃⠑ ⠠⠠⠟⠥⠊⠑⠞⠖⠴⠶		⠐⠣⠦⠠⠠⠃⠑ ⠠⠠⠟⠥⠊⠑⠞⠖⠴⠐⠜
to be—or not to be		⠖⠃⠑ ⠤⠤⠕⠗ ⠝ ⠖⠃⠑		⠞⠕ ⠃⠑ ⠠⠤⠕⠗ ⠝ ⠞⠕ ⠆

3.5(g)[2] ***enough* and *in* as whole words** [*lower wordsigns*] [UEB 10.5.2-3-4]

These two contractions differ from the whole-word lower signs listed above in that they *can* be in contact with punctuation so long as the sequence is in contact with an upper dot.

[EBAE]
The in-coming plane is bringing the food—enough for everyone. ⠠⠮
⠊⠝⠤⠉⠕⠍⠬ ⠏⠇⠁⠝⠑ ⠊⠎ ⠃⠗⠬⠬
⠮ ⠋⠕⠕⠙⠤⠤⠢⠳⠣ ⠿ ⠐⠑⠽⠐⠕⠲

[UEB]
The in-coming plane is bringing the food—enough for everyone. ⠠⠮
⠔⠤⠉⠕⠍⠬ ⠏⠇⠁⠝⠑ ⠊⠎ ⠃⠗⠬⠬ ⠮
⠋⠕⠕⠙⠠⠤⠢ ⠿ ⠐⠑⠽⠐⠕⠲

[EBAE]
Tell him to come in—his tea is ready.
⠠⠞⠑⠇⠇ ⠓⠍ ⠖⠤⠑ ⠊⠝⠤⠤⠓⠊⠎
⠞⠑⠁ ⠊⠎ ⠗⠂⠙⠽⠲

[UEB]
Tell him to come in—his tea is ready.
⠠⠞⠑⠇⠇ ⠓⠍ ⠞⠕ ⠉⠕⠍⠑ ⠔⠠⠤⠓⠊⠎
⠞⠑⠁ ⠊⠎ ⠗⠂⠙⠽⠲

[EBAE]
"Enough's enough!"
⠦⠠⠢⠳⠣⠄⠎ ⠢⠳⠣⠖⠴

[UEB]
"Enough's enough!"
⠦⠠⠢⠄⠎ ⠢⠳⠣⠖⠴

***enough* and *in* next to slash [*solidus*]:** The wordsign for *enough* cannot be used next to the solidus because it must "stand alone." The wordsign for *in* is used in a sequence whenever it is in contact with an upper dot, and, therefore, it can be used next to the solidus. in/enough ⠔⠸⠌⠢⠳⠣

3.5(h) Lower signs, part words

3.5(h)[1] ***in* and *en* as part words** [*lower groupsigns*] [UEB 10.6.8]

With only a very few exceptions, these contractions are used wherever they occur so long as they are in contact with an upper dot. Note, however, that they cannot be used when they would bridge the components of a compound word.

		EBAE		**UEB**
binomial		⠃⠊⠝⠕⠍⠊⠁⠇		⠃⠔⠕⠍⠊⠁⠇
enormous		⠑⠝⠕⠗⠍⠳⠎		⠢⠕⠗⠍⠳⠎
renew		⠗⠑⠝⠑⠺		⠗⠢⠑⠺
prenatal		⠏⠗⠑⠝⠁⠞⠁⠇		⠏⠗⠢⠁⠞⠁⠇
phoenix		⠏⠓⠕⠑⠝⠊⠭		⠏⠓⠕⠢⠊⠭
teach-in		⠞⠂⠡⠤⠊⠝		⠞⠂⠡⠤⠔
toenail [compound word]		⠞⠕⠑⠝⠁⠊⠇		⠞⠕⠑⠝⠁⠊⠇

Unlike EBAE, when applying the Lower Sign Rule in UEB, font attributes (see §4 below) are considered upper signs.

		EBAE		**UEB**
bein' *bein'*		⠆⠊⠝⠄ ⠨⠆⠊⠝⠄		⠆⠊⠝⠄ ⠨⠂⠆⠔⠄

3.5(h)[2] **be, con, dis** [*lower groupsigns*] [UEB 10.6.2, 10.11.3] (*com* has been eliminated)

Like EBAE, these contractions are used as parts of words only when they constitute the first syllable of a word; however, they are not used in UEB in names prefixed with Mc, Mac, or O' because they are not at the "beginning of the word" (see 3.5(f) above).

		EBAE		**UEB**
McConnell		⠠⠍⠉⠠⠒⠝⠑⠇⠇		⠠⠍⠉⠠⠉⠕⠝⠝⠑⠇⠇
Commander O'Connor		⠠⠤⠍⠯⠻ ⠠⠕⠄⠠⠒⠝⠕⠗		⠠⠉⠕⠍⠍⠯⠻ ⠠⠕⠄⠠⠉⠕⠝⠝⠕⠗

3.5(h)[3] **bb, cc, ff, gg, ea** [*lower groupsigns*] [UEB 10.6.5] (*dd* has been eliminated)

There are only a few changes to the use of the contractions *bb, cc, ff, gg,* due to the elimination of some other contractions, but there are many changes to words containing *ea.*

		EBAE		**UEB**
bubble		⠃⠥⠃⠼		⠃⠥⠆⠇⠑
addendum		⠁⠲⠢⠙⠥⠍		⠁⠙⠙⠢⠙⠥⠍

ea [10.6.7]

Like EBAE, the contraction for *ea* cannot be used if it would bridge a prefix and a base word or if it is preceded by a hyphen.

		EBAE & **UEB**
reaction		⠗⠑⠁⠉⠰⠝
deactivate		⠙⠑⠁⠉⠞⠊⠧⠁⠞⠑
man-eater		⠍⠁⠝⠤⠑⠁⠞⠻

But, unlike EBAE it can be used if it bridges a base word and a suffix, or a diphthong and an adjoining letter, or if it begins the second part of a solid compound word.

		EBAE		**UEB**
acreage		⠁⠉⠗⠑⠁⠛⠑		⠁⠉⠗⠂⠛⠑
likeable		⠇⠊⠅⠑⠁⠼		⠇⠊⠅⠂⠃⠇⠑
genealogy		⠛⠢⠑⠁⠇⠕⠛⠽		⠛⠢⠂⠇⠕⠛⠽
paean		⠏⠁⠑⠁⠝		⠏⠁⠂⠝
motheaten		⠍⠕⠹⠑⠁⠞⠢		⠍⠕⠹⠂⠞⠢

3.6 Initial-letter contractions [UEB 10.7]

The use of initial-letter contractions is much the same in EBAE and UEB, although the rules and reasons differ. Although the emphasis is no longer on the "original sound," only a few words are contracted differently.

		EBAE		**UEB**
sword		⠎⠺⠕⠗⠙		⠎⠘⠺
partake		⠏⠜⠞⠁⠅⠑		⠐⠏⠁⠅⠑
Houghton		⠠⠓⠳⠣⠞⠕⠝		⠠⠓⠐⠳⠕⠝
fever		⠋⠑⠧⠻		⠋⠐⠑
atmosphere		⠁⠞⠍⠕⠎⠏⠓⠻⠑		⠁⠞⠍⠕⠎⠏⠐⠓
hadji		⠓⠁⠙⠚⠊		⠸⠓⠚⠊

3.7 Final-letter contractions [*final-letter groupsigns*] [10.8]

The braille formation of several words has changed, mainly due to the elimination of *ation* and *ally.*

Unlike EBAE, final-letter contractions cannot be used at the beginning of a line in a divided word.

		EBAE		**UEB**
creation		⠉⠗⠑⠠⠝		⠉⠗⠂⠰⠝
nationally		⠝⠠⠝⠠⠽		⠝⠁⠰⠝⠁⠇⠇⠽
denationalize		⠙⠑⠝⠠⠝⠁⠇⠊⠵⠑		⠙⠢⠁⠰⠝⠁⠇⠊⠵⠑
really		⠗⠑⠠⠽		⠗⠂⠇⠇⠽
Clemenceau [diphthong ignored]		⠠⠉⠇⠑⠍⠢⠉⠑⠁⠥		⠠⠉⠇⠑⠍⠰⠑⠁⠥
mongoose [adjoining consonants pronounced separately]		⠍⠕⠝⠛⠕⠕⠎⠑		⠍⠰⠛⠕⠕⠎⠑
care- fully		⠉⠜⠑⠤ ⠰⠇⠇⠽		⠉⠜⠑⠤ ⠋⠥⠇⠇⠽

Partially emphasized words [9.2.3]

EBAE does not use contractions in partially emphasized words. UEB does, but final-letter contractions cannot be used because they must always follow a letter. They cannot follow punctuation, font attribute symbols [*typeform*], or capital indicators or terminators.

		EBAE		**UEB**
HOWdy!		⠠⠠⠓⠕⠺⠠⠄⠙⠽⠖		⠠⠠⠓⠪⠠⠄⠙⠽⠖
AttenTION!		⠠⠁⠞⠞⠑⠝⠠⠠⠞⠊⠕⠝⠖		⠠⠁⠞⠞⠢⠠⠠⠞⠊⠕⠝⠖
deLIGHTful		⠙⠑⠠⠠⠇⠊⠛⠓⠞⠠⠄⠋⠥⠇		⠙⠑⠠⠠⠇⠊⠣⠞⠠⠄⠋⠥⠇

3.8 Short-form words [UEB 10.9.1-2, App.1]

(*o'clock, to-day,* and *to-night* have been eliminated, but *today* and *tonight remain*)

See also: Grade 1 mode and shortforms (5.4 below)

3.8(a) As whole words or whole names UEB uses shortforms as whole words and whole names regardless of their meaning or pronunciation.

		EBAE		**UEB**
Port Said		⠠⠏⠕⠗⠞ ⠠⠎⠁⠊⠙		⠠⠏⠕⠗⠞ ⠠⠎⠙

Shortforms used for whole words must "stand alone" (see 3.3 above) and therefore cannot be used next to a slash [*solidus*].

		EBAE		**UEB**
him/her		⠓⠍⠸⠌⠓⠻		⠓⠊⠍⠸⠌⠓⠻

3.8(b) As parts of words Like EBAE, shortforms can only be used as parts of words if the full word retains its original meaning and spelling.

Unlike EBAE, which bases the use of shortforms on specific rules that are applied to determine whether a shortform can be used as part of a longer word, UEB relies on a definitive list, the *UEB Shortform List* (Appendix 1 – *The Rules of Unified English Braille*).

In UEB, of the 75 shortforms, 65 can be used as parts of words only if the longer words are "standing alone" and are included on the *Shortform List*. If a word is not on the list, it cannot be used. Although this may seem stringent, it assures faithful automatic translation, an important consideration in this electronic age.

The other ten words can also be used as parts of words, but the longer words do not have to be on the *Shortforms List.* These words have special rules, as follows:

Ten Special Shortforms: *blind, braille, children, first, friend,*
good, great, letter, little, quick

[1] *blind, first, friend, good, letter, little, quick*

These shortforms are used as part words only if they begin a word or name, and if they are not followed by a vowel or "y." This rule prevents shortform words from taking on the appearance of other words, i.e., if the shortform for *friend* were used in *befriended* it would read *befred.*

There are many exceptions to this rule, as noted in the *UEB Shortforms List*, such as:

snowblind	⠎⠝⠪⠃⠇	goodafternoon	⠛⠙⠁⠋⠝
headfirst	⠓⠂⠙⠋⠌	bloodletter	⠃⠇⠕⠕⠙⠇⠗
firstaid	⠋⠌⠁⠊⠙	lettering	⠇⠗⠬
boyfriend	⠃⠕⠽⠋⠗	belittle	⠆⠇⠇
feelgood	⠋⠑⠑⠇⠛⠙	doublequick	⠙⠳⠃⠇⠑⠟⠅
goody	⠛⠙⠽	quicker	⠟⠅⠻

Exceptions for these words, and others, were made because braille readers found them familiar and easily read.

[2] *children*

Like those above, this shortform is used as part of a word provided it is not followed by a vowel or "y," but it does not have to begin the longer word. **[EBAE & UEB]** grandchildren ⠛⠗⠯⠡⠝

[3] *braille, great*

Use these shortforms wherever they occur.

3.8(c) __Shortforms in proper names__ [UEB 10.9.2-3]

Like EBAE, in UEB any of the shortforms can be used for whole names, e.g., *Mr. Friend, Miss Good.* EBAE, however, does not permit the use of shortforms as parts of names.

In UEB, the 65 regular shortforms may be used as parts of names so long as the longer name is "standing alone" and is listed on the *Shortforms List*, e.g. *Mustard, Nonsuch* (a very rare occasion). The "Ten Special Shortforms" may also be used as parts of names, so long as they comply with the rules listed above in 3.8(b), but the full name does not have to be on the *Shortforms List.*

[1] The shortforms for *blind, first, friend, good, letter, little, quick* can only be used at the beginning of a name, and only when they are not followed by a vowel or "y."

		EBAE		**UEB**
Letterman		⠠⠇⠑⠞⠞⠻⠍⠁⠝		⠠⠇⠗⠍⠁⠝
Goodwood		⠠⠛⠕⠕⠙⠺⠕⠕⠙		⠠⠛⠙⠺⠕⠕⠙
Firstbank		⠠⠋⠊⠗⠌⠃⠁⠝⠅		⠠⠋⠌⠃⠁⠝⠅

		EBAE & **UEB**
Goodall		⠠⠛⠕⠕⠙⠁⠇⠇
Goodyarn		⠠⠛⠕⠕⠙⠽⠜⠝
Firstamerica		⠠⠋⠊⠗⠌⠁⠍⠻⠊⠉⠁
Linkletter		⠠⠇⠔⠅⠇⠑⠞⠞⠻
Doolittle		⠠⠙⠕⠕⠇⠊⠞⠞⠇⠑

[The reader will not mistake the beginning letters in the following examples as shortforms because although they begin the name they are followed by a vowel or y.]

Lloyd		⠠⠇⠇⠕⠽⠙
Gdansk		⠠⠛⠙⠁⠝⠎⠅
Blystone		⠠⠃⠇⠽⠌⠐⠕

[2] The shortform for *children* follows the same rule but it can occur anywhere in a name.

		EBAE		**UEB**
Mr. Moschildren		⠠⠍⠕⠎⠡⠊⠇⠙⠗⠢		⠠⠍⠕⠎⠡⠝

[3] The shortforms for *braille* and *great* can be used anywhere in a name.

		EBAE		**UEB**
Greatacre		⠠⠛⠗⠂⠞⠁⠉⠗⠑		⠠⠛⠗⠞⠁⠉⠗⠑
Greatfort		⠠⠛⠗⠂⠞⠿⠞		⠠⠛⠗⠞⠿⠞
Funbraille		⠠⠋⠥⠝⠃⠗⠁⠊⠇⠇⠑		⠠⠋⠥⠝⠃⠗⠇

3.8(d) Distinguishing conventional words from shortforms

[UEB 10.9.5-6]

A letter indicator [*grade 1 symbol indicator*] is placed before any group of letters, either "standing alone" (*see 3.3 above*) or that occurs at the beginning of a word or name, that could be mistaken for a short-form word.

		EBAE		**UEB**
How's Al today?		⠠⠓⠪⠄⠎ ⠠⠁⠇ ⠞⠙⠦		⠠⠓⠪⠄⠎ ⠰⠠⠁⠇ ⠞⠙⠦
Lloyd Llhuyd		⠠⠇⠇⠕⠽⠙ ⠠⠇⠇⠓⠥⠽⠙		⠠⠇⠇⠕⠽⠙ ⠰⠠⠇⠇⠓⠥⠽⠙

Use a *grade 1 word indicator* before a letters-sequence occurring after the beginning of a word that could be read as a short-form. (See 5.2 below.)

		EBAE		**UEB**
WisBrl (Wisconsin Braille)		⠠⠺⠊⠎⠠⠃⠗⠇		⠰⠰⠠⠺⠊⠎⠠⠃⠗⠇*

*Note that *WisBrl* is treated as one word [*letters-sequence*], not two (UEB Glossary, page 8). The capital indicator is not regarded as a "non-alphabetic sign." It is simply part of the letter *B*. (UEB 8.3.1)

3.9 Usual form of the word

The UEB approach to the "usual form of the word" is quite different from EBAE. EBAE says that a contraction should not be used if it would result in an alteration of the usual braille form of a base word.

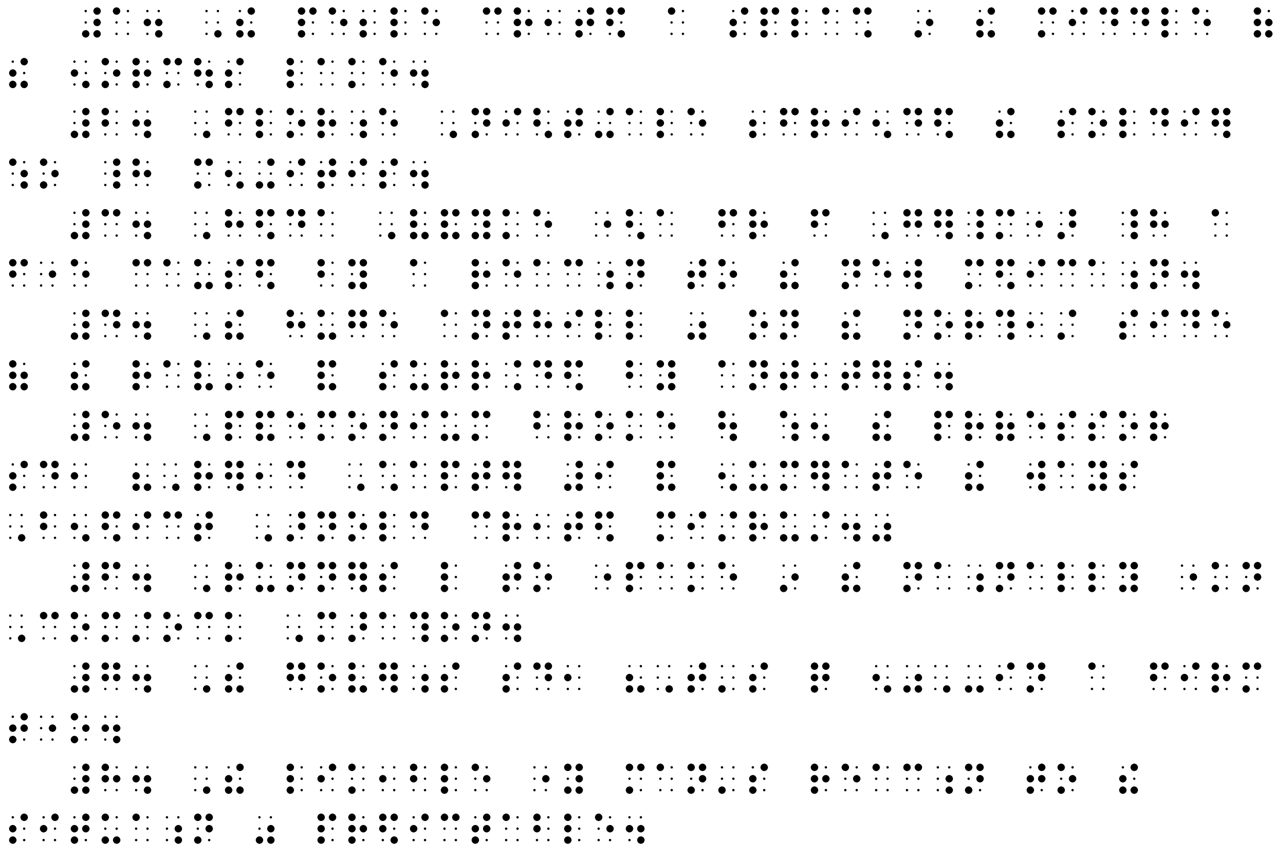
UEB says (10.11.6) to "use a groupsign [*part-word contraction*] when the addition of a prefix or the formation of an unhyphenated compound word provides an opportunity to use a groupsign not used in the original word, even if this alters the usual braille form of the original word."

They both agree that when there is a choice, the contraction to use is the one that most nearly approximates the usual pronunciation of the word and that does not distort the form of the word.

		EBAE		**UEB**
uneasy		⠥⠝⠑⠁⠎⠽		⠥⠝⠂⠎⠽
changeable		⠡⠁⠝⠛⠑⠁⠼		⠡⠁⠝⠛⠂⠃⠇⠑
freedom		⠋⠗⠑⠑⠙⠕⠍		⠋⠗⠑⠫⠕⠍
indistinguishable		⠔⠙⠊⠎⠞⠬⠥⠊⠩⠁⠼		⠔⠙⠊⠌⠬⠥⠊⠩⠁⠃⠇⠑
incongruous		⠔⠉⠕⠝⠛⠗⠥⠳⠎		⠔⠉⠰⠛⠗⠥⠳⠎

READING PRACTICE 2

Read the following sentences. Write them out in longhand and compare your work with the print version on page 28.



WRITING PRACTICE 2

Braille the following sentences. Start each sentence in cell 3 and use a 40-cell line. Compare your work with the print version on page 29.

1. Capt. Littlefield could barely read the lettering on the letterhead.
2. The savagery and rioting continued well into the night.
3. Ingmar met Ingrid (his bride-to-be) at a fly-in fishing camp in Sweden.
4. Oddly enough, the house was deserted and an uneaten meal was still on the table.
5. Disabled by arthritis, Lloyd Littlesmyth hobbled up the steps.
6. "I just saw your latest edition," she gushed. "It's simply PRICEless!"
7. The atmosphere here is toxic; it was a mistake to come.
8. Mike O'Conner bubbled with enthusiasm over the acreage.

[Reference numbers in the practices refer to sections in this manual.]

Reading Practice 2

(answers)

1. The pebble created a splash in the middle of the enormous lake.
   [pebble 3.1(a)(b); middle 3.1(a); enormous 3.5(h)[1]]

2. Florence Nightingale befriended the soldier who had meningitis.
   [Nightingale, meningitis 3.5(f)

3. Hedda Vandyke (a friend from Germany) had a fever caused by a reaction to the new medication.
   [Hedda 3.1(a); Vandyke 3.5(c); fever 3.6; by 3.1(a); medication 3.1(a)]

4. The huge anthill was on the northeast side of the ravine and surrounded by anteaters.
   [northeast, anteaters 3.5; of the 3.2; by 3.1(a)]

5. Pandemonium broke out when the professor said, "Reread Chapter 9 and enumerate the ways Benedict Arnold created mistrust."
   [pandemonium, professor 3.5(c); reread 3.5(f);
   enumerate, 3.5(h)[1]; Benedict 3.5(f); mistrust 3.5(e)]

6. Runners like to partake in the nationally known Comstock Marathon.
   [to 3.1(a); partake 3.6; nationally, Comstock 3.1(a)]

7. The governess said, "That's quite enough"—in a firm tone.
   [enough, in 3.5(g)[2]]

8. The likeable young man's reaction to the situation was predictable.
   [likeable, reaction 3.5(h)[3]; to, situation 3.1(a);
   predictable 3.1(a)s, 3.5(f)]

[Reference numbers in the practices refer to sections in this manual.]

Writing Practice 2

(answers)

⠼⠁⠲ ⠠⠉⠁⠏⠞⠲ ⠠⠇⠇⠋⠊⠑⠇⠙ ⠉⠙ ⠃⠜⠑⠇⠽ ⠗⠂⠙ ⠮ ⠇⠗⠬ ⠕⠝ ⠮ ⠇⠗⠓⠂⠙⠲

[Littlefield 3.8(c); lettering: this special shortform is used even though it is followed by a vowel because it is on the Shortforms List; letterhead 3.8(b)[1]]

⠼⠃⠲ ⠠⠮ ⠎⠁⠧⠁⠛⠻⠽ ⠯ ⠗⠊⠕⠞⠬ ⠒⠞⠔⠥⠫ ⠺⠑⠇⠇ ⠔⠞⠕ ⠮ ⠝⠊⠣⠞⠲

[savagery 3.4, 3.5(f); into 3.1(a)]

⠼⠉⠲ ⠠⠔⠛⠍⠜ ⠍⠑⠞ ⠠⠔⠛⠗⠊⠙ ⠐⠣⠦ ⠃⠗⠊⠙⠑⠤⠞⠕⠤⠃⠑⠐⠜ ⠁⠞ ⠁ ⠋⠇⠽⠤⠔ ⠋⠊⠩⠬ ⠉⠁⠍⠏ ⠔ ⠠⠎⠺⠫⠢⠲

[parenthesis next to lower-sign 3.5(g)[1];
fly-in 3.5(h)[1]]

⠼⠙⠲ ⠠⠕⠙⠙⠇⠽ ⠢⠳⠣⠂ ⠮ ⠓⠳⠎⠑ ⠴ ⠙⠑⠎⠻⠞⠫ ⠯ ⠁⠝ ⠥⠝⠂⠞⠢ ⠍⠂⠇ ⠴ ⠌ ⠕⠝ ⠮ ⠞⠁⠃⠇⠑⠲

[oddly 3.1(a); uneaten 3.5(h)[3]; table 3.1(a)]

⠼⠑⠲ ⠠⠲⠁⠃⠇⠫ ⠃⠽ ⠜⠹⠗⠊⠞⠊⠎⠂ ⠠⠇⠇⠕⠽⠙ ⠠⠇⠇⠎⠍⠽⠹ ⠓⠕⠆⠇⠫ ⠥⠏ ⠮ ⠌⠑⠏⠎⠲

[disabled, hobbled 3.1(b); by 3.1(a); Lloyd Littlesmyth 3.8(c)]

⠼⠋⠲ ⠦⠠⠊ ⠚ ⠎⠁⠺ ⠽⠗ ⠇⠁⠞⠑⠌ ⠫⠊⠰⠝⠂⠴ ⠩⠑ ⠛⠥⠩⠫⠲ ⠦⠠⠭⠄⠎ ⠎⠊⠍⠏⠇⠽ ⠠⠠⠏⠗⠊⠉⠑⠠⠄⠇⠑⠎⠎⠖⠴

[edition 3.5(f)]; PRICEless 3.7]

⠼⠛⠲ ⠠⠮ ⠁⠞⠍⠕⠎⠏⠐⠓ ⠐⠓ ⠊⠎ ⠞⠕⠭⠊⠉⠆ ⠭ ⠴ ⠁ ⠍⠊⠌⠁⠅⠑ ⠞⠕ ⠉⠕⠍⠑⠲

[atmosphere 3.6; mistake 3.5(e); to, come 3.1(a)]

⠼⠓⠲ ⠠⠍⠊⠅⠑ ⠠⠕⠄⠠⠉⠕⠝⠝⠻ ⠃⠥⠆⠇⠫ ⠾ ⠢⠹⠥⠎⠊⠁⠎⠍ ⠕⠧⠻ ⠮ ⠁⠉⠗⠂⠛⠑⠲

[O'Conner 3.5(h)[2]; bubbled, acreage 3.5(h)[3]]

4. FONT ATTRIBUTES *[Typeforms]* [UEB §9]

[EBAE composition sign]

4.1 Italics, bold, underlining, and script

Like EBAE, font attributes [*typeforms*] are used in UEB only when needed for emphasis or distinction. Unlike EBAE that uses the same emphasis indicator for italics, bold, underlining, script, etc., UEB has a specific symbol for each.

In UEB, font attribute symbols are two-cell symbols. The first cell (the prefix) identifies the type of font.

italics ⠨ bold ⠘ underlining ⠸ script ⠈

The second cell (the root) indicates the extent of the symbol's effect, i.e., one letter or symbol, a whole word or sequence of letters/symbols, or an entire passage (similar to the UEB letter/word/passage capital indicators).

single letter/symbol ⠆ word ⠂ passage ⠶ (used for 3 words or more) terminate ⠄

	letter/symbol	word	passage	terminator
italic	⠨⠆	⠨⠂	⠨⠶	⠨⠄
bold	⠘⠆	⠘⠂	⠘⠶	⠘⠄
underline	⠸⠆	⠸⠂	⠸⠶	⠸⠄
script	⠈⠆	⠈⠂	⠈⠶	⠈⠄

When only the beginning or middle portion of a word or string of unbroken symbols/letters is printed in a special typeface a *terminator* indicates the end of the emphasized section.

The symbol for the ending of a passage [*terminator*] is placed, unspaced, after the last word of the passage.

		EBAE		**UEB**
d is for *d*og		⠨⠰⠙ ⠊⠎ ⠿ ⠨⠙⠠⠄⠕⠛		⠨⠆⠰⠙ ⠊⠎ ⠿ ⠨⠆⠙⠕⠛
dog		⠨⠙⠕⠛		⠨⠂⠙⠕⠛
two dogs		⠨⠞⠺⠕ ⠨⠙⠕⠛⠎		⠨⠂⠞⠺⠕ ⠨⠂⠙⠕⠛⠎
*hap*py dogs		⠨⠓⠁⠏⠠⠄⠏⠽ ⠙⠕⠛⠎		⠨⠂⠓⠁⠏⠨⠄⠏⠽ ⠙⠕⠛⠎
the dogs bark		⠨⠮ ⠨⠙⠕⠛⠎ ⠨⠃⠜⠅		⠨⠶⠮ ⠙⠕⠛⠎ ⠃⠜⠅⠨⠄
the dogs bark		⠨⠮ ⠨⠙⠕⠛⠎ ⠨⠃⠜⠅		⠸⠶⠮ ⠙⠕⠛⠎ ⠃⠜⠅⠸⠄
the dogs bark		⠨⠮ ⠨⠙⠕⠛⠎ ⠨⠃⠜⠅		⠘⠶⠮ ⠙⠕⠛⠎ ⠃⠜⠅⠘⠄
the dogs bark		⠨⠮ ⠨⠙⠕⠛⠎ ⠨⠃⠜⠅		⠈⠶⠮ ⠙⠕⠛⠎ ⠃⠜⠅⠈⠄

4.1(a) Single letter or symbol in a special typeface
[*Typeform Symbol Indicator*] (⠆) [UEB 9.2.2-3]

The *typeform symbol indicator* affects only the letter or symbol immediately following it, and therefore, a termination indicator is not required.

[EBAE] 1**8**97 not 1**9**97
⠼⠁⠨⠓⠠⠄⠼⠊⠛ ⠝ ⠼⠁⠨⠊⠠⠄⠼⠊⠛

[UEB] 1**8**97 not 1**9**97
⠼⠁⠘⠆⠼⠓⠊⠛ ⠝
⠼⠁⠘⠆⠼⠊⠊⠛

In UEB, when the first letter of a contraction is in a special typeface the contraction is used. When a letter or letters *within* a contraction are in a special typeface the contraction cannot be used; however, other applicable contractions can be used.

[EBAE] **G**o Child**r**en!
⠨⠠⠛⠠⠄⠕ ⠠⠉⠓⠊⠇⠙⠨⠗⠠⠄⠑⠝⠖

[UEB] **G**o Child**r**en!
⠘⠆⠠⠛ ⠠⠡⠊⠇⠙⠘⠆⠗⠢⠖

4.1(b) Word in a special typeface [*Typeform Word Indicator*] (⠂)
[UEB 9.3, 9.4.4]

The *typeform word indicator* signals that an individual word or any sequence of unspaced symbols (letters, numbers, abbreviations, hyphenated compound words, etc.) – or the remainder of such a sequence – is printed in a special typeface.

Unlike the *capital word indicator* [1.2(c) *above*] that is terminated by any non-alphabetic symbol, the effect of the *typeform word indicator* continues through hyphens, slashes, and other symbols until the reader encounters a blank cell or a *typeform termination indicator*.

		EBAE		**UEB**
R.S.V.P.		⠨⠠⠗⠲⠠⠎⠲⠠⠧⠲⠠⠏⠲		⠘⠂⠠⠗⠲⠠⠎⠲⠠⠧⠲⠠⠏⠲
six o'clock		⠨⠎⠊⠭ ⠨⠕⠄⠉		⠈⠂⠎⠊⠭ ⠈⠂⠕⠄⠉⠇⠕⠉⠅
pick *that* one		⠏⠊⠉⠅ ⠨⠞ ⠐⠕		⠏⠊⠉⠅ ⠨⠂⠞ ⠐⠕

The *typeform-termination indicator* is used when only the beginning or middle part of a word or letter/symbol sequence is in a special typeface.

		EBAE		**UEB**
base*ball*		⠃⠁⠎⠑⠨⠃⠁⠇⠇		⠃⠁⠎⠑⠨⠂⠃⠁⠇⠇
*base*ball		⠨⠃⠁⠎⠑⠠⠄⠃⠁⠇⠇		⠨⠂⠃⠁⠎⠑⠨⠄⠃⠁⠇⠇
two-*fold*		⠞⠺⠕⠤⠨⠋⠕⠇⠙		⠞⠺⠕⠤⠨⠂⠋⠕⠇⠙
two-fold		⠨⠞⠺⠕⠠⠄⠤⠋⠕⠇⠙		⠨⠂⠞⠺⠕⠨⠄⠤⠋⠕⠇⠙

4.1(c) Passage in a special typeface [*Typeform Passage Indicator*] (⠶) [UEB 9.4]

In EBAE when four or more consecutive words are emphasized, the first word is preceded by the double emphasis indicator, and a single emphasis indicator is placed before the last emphasized word.

In UEB when three or more consecutive words are emphasized, a *typeform passage indicator* is placed before the first word and a *passage-termination indicator* is placed after the last emphasized word.

[EBAE] **CAUTION: wet paint!**

⠨⠠⠠⠉⠁⠥⠰⠝⠒ ⠨⠺⠑⠞
⠨⠏⠁⠔⠞⠖

[UEB] **CAUTION: wet paint!**

⠘⠶⠠⠠⠉⠁⠥⠰⠝⠒ ⠺⠑⠞
⠏⠁⠔⠞⠖⠘⠄

4.1(d) Numbers in special typeface [UEB 9.2.1.]

When one digit is emphasized in print, in UEB it is preceded by the *typeform symbol indicator*. When more than one digit is printed in a special typeface use the *typeform word indicator*.

[EBAE] Subtract *6* from *24*.
⠠⠎⠥⠃⠞⠗⠁⠉⠞ ⠨⠼⠋ ⠋ ⠨⠼⠃⠙⠲

[UEB] Subtract *6* from *24*.
⠠⠎⠥⠃⠞⠗⠁⠉⠞ ⠨⠆⠼⠋ ⠋
⠨⠆⠼⠃⠙⠲

4.2 Order of punctuation and font attributes [*typeform indicators*] [UEB 9.7]

4.2(a) The order of punctuation and typeform indicators is not rigidly prescribed in UEB. Place the *typeform terminator* at the point where the special typeface changes. When in doubt, except for the hyphen, dash, and ellipsis, include the punctuation in the typeform.

[EBAE] Do you have a copy of *Rules of Order*?
⠠⠙ ⠽ ⠓ ⠁ ⠉⠕⠏⠽ ⠷
⠨⠠⠗⠥⠇⠑⠎ ⠨⠷ ⠨⠠⠕⠗⠙⠻⠦
Do you have *Is There No Place For Me?* ⠠⠙ ⠽ ⠓ ⠨⠨⠠⠊⠎
⠠⠐⠮ ⠠⠝⠕ ⠠⠏⠇⠁⠉⠑ ⠠⠿
⠨⠠⠍⠑⠦

[UEB] Do you have a copy of *Rules of Order*?
⠠⠙ ⠽ ⠓ ⠁ ⠉⠕⠏⠽ ⠷
⠨⠶⠠⠗⠥⠇⠑⠎ ⠷ ⠠⠕⠗⠙⠻⠨⠄⠦
Do you have *Is There No Place For Me?* ⠠⠙ ⠽ ⠓ ⠨⠶⠠⠊⠎ ⠠⠐⠮
⠠⠝⠕ ⠠⠏⠇⠁⠉⠑ ⠠⠿ ⠠⠍⠑⠦⠨⠄

4.2(b) As with punctuation (see 2.3 above), close font attribute symbols and other paired characters in the reverse order of their opening, i.e., nested.

[EBAE] (*THE KING AND I*)
⠶⠨⠨⠠⠠⠮ ⠠⠠⠅⠬ ⠠⠠⠯ ⠨⠠⠊⠶

[UEB] (*THE KING AND I*)
⠐⠣⠨⠶⠠⠠⠠⠮ ⠅⠬ ⠯ ⠊⠠⠄⠨⠄⠐⠜

[open parens, open italics, open capitalized passage – text – close capitals, close italics, close parens]

4.3 More than one indicator [UEB 9.8]

When it is necessary to show that a word or phrase is printed in more than one typeface, all of the appropriate indicators are used – and they are closed in the reverse order described above.

[UEB] **a flock of sheep** ⠘⠶⠸⠶⠁ ⠋⠇⠕⠉⠅ ⠷ ⠩⠑⠑⠏⠸⠄⠘⠄

4.4 Special symbols for font attributes such as: colored type, double underline, crossed-out type [UEB 9.5]

UEB has special symbols only for the four typefaces described above. It does not have specific symbols for colored type, crossed-out type, double underlining, etc. There are four *"transcriber-defined" typeform indicators*, shown in UEB 9.5, that the transcriber can assign to symbols other than the four listed.

5. GRADE 1 MODE [UEB §5]

Indicators and modes: Some indicators apply only to the symbol next to it, while others assign meanings, i.e., establish "modes," that extend over several symbols or even multiple words. For example, a number indicator assigns a number meaning to the following symbols, and the sequence is said to be in the "numeric mode"; a fully capitalized word, initiated by the capitals indicator, is in the "capitals mode."

5.1 ***Grade 1 Symbol Indicator*** (⠰) [UEB 5.2, 5.7, 10.12.13, 10.12.16]

Like the EBAE letter sign, the UEB *grade 1 symbol indicator* is used before any letter, letter grouping, or symbol that could be misread as a contraction or shortform. This means that, unlike EBAE, a *grade 1 symbol indicator* is not used before *a, i*, or *o*, (whether they stand for letters or words), because they have no contraction meaning.

A *grade 1 symbol indicator* is used before abbreviations and initials (whether they are followed by periods or not), in lists and outlines, when letters are preceded and/or followed by apostrophes or hyphens indicating missing letters, for free-standing punctuation, and in stammering.

		EBAE		**UEB**
a e i o u		⠰⠁ ⠰⠑ ⠰⠊ ⠰⠕ ⠰⠥		⠁ ⠰⠑ ⠊ ⠕ ⠰⠥
A. B. C.		⠠⠁⠲ ⠠⠃⠲ ⠠⠉⠲		⠠⠁⠲ ⠰⠠⠃⠲ ⠰⠠⠉⠲
Hello, Al		⠠⠓⠑⠇⠇⠕⠂ ⠠⠁⠇		⠠⠓⠑⠇⠇⠕⠂ ⠰⠠⠁⠇
see section (f)		⠎⠑⠑ ⠎⠑⠉⠰⠝ ⠶⠋⠶		⠎⠑⠑ ⠎⠑⠉⠰⠝ ⠐⠣⠰⠋⠐⠜
d - - n		⠙⠤⠤⠝		⠰⠙⠤⠤⠰⠝
end it with a ?		⠢⠙ ⠭ ⠾⠁ ⠈⠦		⠢⠙ ⠭ ⠾ ⠁ ⠰⠦
g-g-ghost		⠛⠤⠛⠤⠛⠓⠕⠌		⠰⠛⠤⠰⠛⠤⠛⠣⠕⠌
rock 'n' roll		⠗⠕⠉⠅ ⠄⠝⠄ ⠗⠕⠇⠇		⠗⠕⠉⠅ ⠄⠰⠝⠄ ⠗⠕⠇⠇

Unlike EBAE, UEB follows print for enclosed and/or emphasized single letters.

		EBAE		**UEB**
Team "a" will race team "b."		⠠⠞⠂⠍ ⠰⠁ ⠺ ⠗⠁⠉⠑ ⠞⠂⠍ ⠰⠃⠲		⠠⠞⠂⠍ ⠦⠁⠴ ⠺ ⠗⠁⠉⠑ ⠞⠂⠍ ⠦⠰⠃⠲⠴

5.2 ***Grade 1 Word Indicator*** (⠰⠰) [UEB 5.3]

In EBAE letter signs are not used in spelled-out words and context is often relied upon to convey the correct meaning, so that S-T-O-P, if taken out of context, might be read SO-THAT-O-PEOPLE. In UEB each print symbol is represented by an unambiguous braille symbol (⠎ can only be "so", etc.).

In order to identify each letter as a letter and not a contraction, a *grade 1 indicator* is required. In order to minimize the number of indicators needed in spelled-out words UEB uses a *grade 1 word indicator*.

Terminator The effect of a grade 1 word indicator is terminated by a space. When there is no space, a *grade 1 terminator* (⠰⠄) is used to signal the end of *grade 1 mode*.

		EBAE		**UEB**
T-H-I-E-F!		⠠⠞⠤⠠⠓⠤⠠⠊⠤⠠⠑⠤⠠⠋⠖		⠰⠰⠠⠞⠤⠠⠓⠤⠠⠊⠤⠠⠑⠤⠠⠋⠖
b-b-b-b-but		⠃⠤⠃⠤⠃⠤⠃⠤⠃⠥⠞		⠰⠰⠃⠤⠃⠤⠃⠤⠃⠤⠰⠄⠃

Note that a *capital word indicator* could not be used for T-H-I-E-F because a hyphen (or any non-alphabetic symbol) cancels the effect of that indicator (see 1.2(c) above). Note also that the grade 1 word indicator is only used in stammering when there are more that three letter sounds. [UEB 10.12.16]

5.3 ***Grade 1 Passage Indicator*** (⠰⠰⠰) [UEB 5.4]

A passage of three or more spelled-out words is preceded by a *grade 1 passage indicator* and followed by the *grade 1 terminator.*

[EBAE] s-t-o-p t-h-i-e-f, S-T-O-P!
⠎⠤⠞⠤⠕⠤⠏ ⠞⠤⠓⠤⠊⠤⠑⠤⠋⠂ ⠠⠎⠤⠠⠞⠤⠠⠕⠤⠠⠏⠖

[UEB] s-t-o-p t-h-i-e-f, S-T-O-P!
⠰⠰⠰⠎⠤⠞⠤⠕⠤⠏ ⠞⠤⠓⠤⠊⠤⠑⠤⠋⠂ ⠠⠎⠤⠠⠞⠤⠠⠕⠤
⠠⠏⠰⠄⠖

5.4 ***Grade 1 mode and shortforms*** [UEB 5.7.2]

		EBAE		**UEB**
CD-DVD		⠰⠠⠠⠉⠙⠤⠙⠧⠙		⠰⠠⠠⠉⠙⠤⠠⠠⠙⠧⠙*
CD/DVD		⠰⠠⠠⠉⠙⠸⠌⠠⠠⠙⠧⠙		⠠⠠⠉⠙⠸⠌⠠⠠⠙⠧⠙**

*Shortforms "stand alone," meaning that they can be used next to a hyphen or dash; therefore, without a letter sign [*grade 1 symbol indicator*] the letters CD would be read as "could."

**A letter sign is not required because "standing alone" a shortform cannot be in contact with a slash (see 3.8(a) above); therefore, the letters CD would not be read as "could."

READING PRACTICE 3

Read the following sentences. Write them out in longhand and compare your work with the print version on page 38.

⠼⠁⠐⠜ ⠠⠮ ⠁⠙ ⠗⠂⠙ ⠦⠽ ⠎⠊⠍⠏⠇⠽ ⠉⠄⠞ ⠁⠋⠘⠂⠠⠠⠿⠙ ⠞⠕ ⠆ ⠾⠳⠞ ⠁ ⠘⠂⠠⠠⠿⠙⠲⠴

⠼⠃⠐⠜ ⠠⠮ ⠠⠍⠽⠌⠻⠊⠳⠎ ⠠⠁⠞⠞⠊⠞⠥⠙⠑⠲ ⠠⠁ ⠌⠁⠞⠑⠰⠞ ⠎⠡ ⠵⠂ ⠦⠘⠶⠠⠊ ⠺⠊⠩ ⠠⠊ ⠉⠙ ⠞⠑⠇⠇ ⠽ ⠮ ⠁⠝⠎⠺⠻⠂ ⠃ ⠲⠲⠲⠘⠄⠴ ⠊⠍⠏⠇⠊⠑⠎ ⠞ ⠽ ⠓ ⠔⠎⠊⠙⠑ ⠔⠿⠍⠁⠰⠝ ⠞ ⠺⠙ ⠃⠇⠪ ⠮ ⠇⠊⠙ ⠷⠋ ⠐⠑⠽⠹⠬⠲

⠼⠉⠐⠜ ⠦⠠⠚ ⠉⠁⠇⠇ ⠍⠑ ⠠⠍⠗⠲ ⠰⠠⠗⠠⠤⠝ ⠠⠍⠗⠲ ⠠⠗⠂⠴ ⠓⠑ ⠎⠙ ⠞⠕ ⠮ ⠌⠥⠙⠢⠞⠎⠲

⠼⠙⠐⠜ ⠠⠃⠽ ⠨⠶⠲⠁⠃⠊⠇⠰⠽ ⠐⠣⠵ ⠥⠎⠫ ⠔ ⠮ ⠠⠎⠕⠉⠊⠁⠇ ⠠⠎⠑⠉⠥⠗⠰⠽ ⠠⠁⠉⠞⠨⠄⠐⠜ ⠊⠎ ⠍⠂⠝⠞ ⠦⠔⠁⠃⠊⠇⠰⠽ ⠞⠕ ⠢⠛⠁⠛⠑ ⠔ ⠎⠥⠃⠌⠁⠝⠞⠊⠁⠇ ⠛⠁⠔⠰⠇ ⠁⠉⠞⠊⠧⠰⠽⠲⠲⠲⠴

⠼⠑⠐⠜ ⠠⠮ ⠉⠇⠁⠎⠎ ⠌⠥⠙⠊⠫ ⠠⠩⠁⠅⠑⠎⠏⠑⠜⠑⠄⠎ ⠇⠁⠞⠻ ⠏⠇⠁⠽⠎ ⠐⠣⠎⠡ ⠵ ⠨⠶⠠⠠⠠⠮ ⠞⠺⠕ ⠝⠕⠃⠇⠑ ⠅⠔⠎⠍⠢⠠⠄⠨⠄⠐⠜⠲

⠼⠋⠐⠜ ⠦⠰⠰⠠⠃⠗⠤⠗⠤⠗⠤⠗⠂ ⠭⠄⠎ ⠋⠗⠑⠑⠵⠬ ⠔ ⠐⠓⠲⠴

WRITING PRACTICE 3

Braille the following sentences. Start each sentence in cell 3 and use a 40-cell line. Compare your work with the print version on page 39.

1. In the following words the accented syllable is indicated by italics: re*u*nify, un*like*ly, *dis*card, and *pre*tend.

2. NOTICE: The YMCAers will experience a beautiful day at the seashore on Saturday at 7 pm.

3. **Memo**: *The Dog That Wouldn't Be!* is the camp movie this week.

4. "It was a hit 'n' run—the driver was goin' like a bat outta h---," said the officer.

5. The sign in the barracks read: A-T-T-E-N-T-I-O-N! LIGHTS OUT AT 2300.

6. J E Randall, G R Allen, and A C Steene wrote "Fishes of the Great Barrier Reef and Coral Sea."

7. O, say can you see ... sang Al.

[Reference numbers in the practices refer to sections in this manual.]

Reading Practice 3

(answers)

1) The ad read "you simply can't af**FORD** to be without a **FORD**."
[closing parenthesis 2.2(c); partially emphasized word 3.7; bold indicator 4.1]

2) The Mysterious Attitude. A statement such as, "**I wish I could tell you the answer, but ...**" implies that you have inside information that would blow the lid off everything.
[bold passage indicator and terminator 4.1(c); ellipsis 2.1(b)]

3) "Just call me Mr. R—not Mr. Rather," he said to the students.
[grade 1 symbol indicator 5.1; dash 2.2(a); to 3.1(a)]

4) By *disability (as used in the Social Security Act)* is meant "inability to engage in substantial gainful activity ..."
[By 3.1(a); italicized passage 4.1; parentheses 2.2(c); ellipsis 2.1(b)]

5) The class studied Shakespeare's later plays (such as *THE TWO NOBLE KINSMEN*).
[italicized passage 4.1; capitalized passage 1.3(a); capitals terminator 1.2(b); italics terminator 4.1; order of font attributes 4.2]

6) "Br-r-r-r, it's freezing in here."
[grade 1 word indicator 5.2]

[Reference numbers in the practices refer to sections in this manual.]

Writing Practice 3

(answers)

⠼⠁⠲ ⠠⠔ ⠮ ⠋⠕⠇⠇⠪⠬ ⠘⠺⠎ ⠮ ⠁⠒⠢⠞⠫ ⠎⠽⠇⠇⠁⠃⠇⠑
⠊⠎ ⠔⠙⠊⠉⠁⠞⠫ ⠃⠽ ⠊⠞⠁⠇⠊⠉⠎⠒ ⠗⠑⠨⠆⠥⠝⠊⠋⠽⠂
⠥⠝⠨⠂⠇⠊⠅⠑⠨⠄⠇⠽⠂ ⠨⠂⠙⠊⠎⠨⠄⠉⠜⠙⠂ ⠯ ⠨⠂⠏⠗⠑⠨⠄⠞⠢⠙⠲

[italic symbol and word terminators 4.1(a)(b)]

⠼⠃⠲ ⠠⠠⠝⠕⠞⠊⠉⠑⠒ ⠠⠮ ⠠⠠⠽⠍⠉⠁⠠⠄⠻⠎ ⠺ ⠑⠭⠏⠻⠊⠰⠑
⠁ ⠃⠂⠥⠞⠊⠰⠇ ⠐⠙ ⠁⠞ ⠮ ⠎⠂⠩⠕⠗⠑ ⠕⠝ ⠸⠂⠠⠎⠁⠞⠥⠗⠐⠙ ⠁⠞
⠸⠆⠼⠛ ⠏⠍⠲

[underlined word 4.1(b); underlined number 4.1(d)]

⠼⠉⠲ ⠘⠂⠠⠍⠑⠍⠕⠘⠄⠒ ⠨⠶⠠⠮ ⠠⠙⠕⠛ ⠠⠞ ⠠⠺⠙⠝⠄⠞
⠠⠃⠑⠖⠨⠄ ⠊⠎ ⠮ ⠉⠁⠍⠏ ⠍⠕⠧⠊⠑ ⠹ ⠺⠑⠑⠅⠲

[bold word and terminator 4.1(b);
italicized passage 4.1(c), terminator 4.2(b).
Note that if the colon following "Memo" were also in bold type a terminator would not be required because the influence of the typeface word indicator continues until the reader encounters a space.]

⠼⠙⠲ ⠦⠠⠭ ⠴ ⠁ ⠓⠊⠞ ⠄⠰⠝⠄ ⠗⠥⠝⠠⠤⠮ ⠙⠗⠊⠧⠻ ⠴
⠛⠕⠔⠄ ⠇ ⠁ ⠃⠁⠞ ⠳⠞⠞⠁ ⠰⠓⠤⠤⠤⠂⠴ ⠎⠙ ⠮ ⠷⠋⠊⠉⠻⠲

['n', goin', h--- 5.1]

⠼⠑⠲ ⠠⠮ ⠎⠊⠛⠝ ⠔ ⠮ ⠃⠜⠗⠁⠉⠅⠎ ⠗⠂⠙⠒
⠰⠰⠠⠁⠤⠠⠞⠤⠠⠞⠤⠠⠑⠤⠠⠝⠤⠠⠞⠤⠠⠊⠤⠠⠕⠤⠠⠝⠰⠄⠖ ⠠⠠⠠⠇⠊⠣⠞⠎
⠳ ⠁⠞⠠⠄ ⠼⠃⠉⠚⠚⠲

[grade 1 word indicator and terminator 5.2; capitalized passage indicator and terminator 1.3(a)]

⠼⠋⠲ ⠰⠠⠚ ⠰⠠⠑ ⠠⠗⠯⠁⠇⠇⠂ ⠰⠠⠛ ⠰⠠⠗ ⠠⠁⠇⠇⠢⠂ ⠯
⠠⠁ ⠰⠠⠉ ⠠⠌⠑⠢⠑ ⠺⠗⠕⠞⠑ ⠦⠠⠋⠊⠩⠑⠎ ⠷ ⠮ ⠠⠛⠗⠞
⠠⠃⠜⠗⠊⠻ ⠠⠗⠑⠑⠋ ⠯ ⠠⠉⠕⠗⠁⠇ ⠠⠎⠑⠁⠲⠴

[initials 5.1]

⠼⠛⠲ ⠠⠕⠂ ⠎⠁⠽ ⠉ ⠽ ⠎⠑⠑ ⠲⠲⠲ ⠎⠁⠝⠛ ⠰⠠⠁⠇⠲

[use and non-use of grade 1 indicator 5.1; ellipsis 2.1(b)]

6. NUMBERS IN NON-TECHNICAL MATERIALS

[UEB §6]

In EBAE only a space, a period, a dash, or a letter sign terminates the effect of a number sign. The influence of the number sign continues through commas, colons, hyphens, slashes, fraction lines, and decimal points.

In UEB, the number sign [*numeric indicator*] is used much more often. Its effect is not only terminated by a space, dash, or letter (with the exception of letters a-j), but also by hyphens, colons, slashes, and any other symbol including composition signs (capital or italic indicators, etc.). The effect of the numeric indicator only carries through commas, periods, decimal points, computer dots, and fraction lines.

6.1 Letter/number combinations

6.1(a) Numbers followed by letters or words [UEB 6.5]

In UEB a letter or symbol, *including hyphens*, terminates the effect of a numeric indicator; therefore, with the exception of lower case letters a-j, a letter sign [*grade 1 indicator*] is not required for letters that immediately follow numbers.

		EBAE		**UEB**
4c 4C 4.c		⠼⠙⠰⠉ ⠼⠙⠰⠠⠉ ⠼⠙⠲⠉		⠼⠙⠉ ⠼⠙⠠⠉ ⠼⠙⠲⠰⠉
4t 4T 4.t		⠼⠙⠰⠞ ⠼⠙⠰⠠⠞ ⠼⠙⠲⠞		⠼⠙⠞ ⠼⠙⠠⠞ ⠼⠙⠲⠞
6-cab fleet		⠼⠋⠤⠰⠉⠁⠃ ⠋⠇⠑⠑⠞		⠼⠋⠤⠉⠁⠃ ⠋⠇⠑⠑⠞
17C4-6		⠼⠁⠛⠰⠠⠉⠼⠙⠤⠋		⠼⠁⠛⠠⠉⠼⠙⠤⠼⠋
6.2m		⠼⠋⠨⠃⠰⠍		⠼⠋⠲⠃⠍

6.1(b) Numeric indicator sets grade 1 mode [UEB 5.6.2, 6.5.4]

The numeric indicator sets grade 1 mode for the symbols-sequence, or the remainder of a symbols-sequence. Following a number, grade 1 mode is in effect and contractions cannot be used. Grade 1 mode is terminated only by a space, a hyphen, or a dash, after which contractions can be used.

		EBAE		**UEB**
5th grade		⠼⠑⠹ ⠛⠗⠁⠙⠑		⠼⠑⠞⠓ ⠛⠗⠁⠙⠑
house4rent		⠓⠕⠥⠎⠑⠼⠙⠰⠗⠑⠝⠞		⠓⠳⠎⠑⠼⠙⠗⠑⠝⠞
12-can box		⠼⠁⠃⠤⠉⠁⠝ ⠃⠕⠭		⠼⠁⠃⠤⠉ ⠃⠕⠭

6.1(c) **Numbers preceded by apostrophe** [UEB 6.7.1]

In EBAE, when in print an apostrophe takes the place of a number(s), in braille the number sign precedes the apostrophe. In UEB the numeric indicator must be placed immediately before the number.

		EBAE		**UEB**
the '90's era		⠮ ⠼⠄⠊⠚⠄⠎ ⠻⠁		⠮ ⠄⠼⠊⠚⠄⠎ ⠻⠁

6.1(d) **Long numbers: the numeric space and the continuation indicator** [UEB 6.6, 6.10]

In EBAE when a space or half space is used in print to set off thousands in long numbers, in braille the number indicator is repeated. UEB uses the *numeric space indicator*, dot 5 (⠐) to separate the segments.

		EBAE		**UEB**
1 500 000		⠼⠁ ⠼⠑⠚⠚ ⠼⠚⠚⠚		⠼⠁⠐⠑⠚⠚⠐⠚⠚⠚

When a very long number needs to be divided between braille lines EBAE uses a hyphen. UEB uses a continuation indicator, also dot 5 (⠐), when the division occurs after a separating comma or between digits. When the division takes place at a numeric space, the numeric space and the continuation indicator are both brailled, resulting in two dot 5s in succession. Like EBAE, the numeric indicator is not repeated on the next line.

		UEB
1 500 000 000		⠼⠁⠐⠑⠚⠚⠐⠚⠚⠚⠐⠐ ⠚⠚⠚

6.2 **Fractions and mixed numbers** [UEB 11.3, 11.3.2]

EBAE and UEB treat fractions written one above the other or offset diagonally in the same way using the fraction line.

		EBAE & **UEB**
$\frac{1}{2}$ - $\frac{3}{4}$ or ½-¾		⠼⠁⠌⠃⠤⠼⠉⠌⠙

When fractions are printed linearly both EBAE and UEB use the slash, rather than the fraction line. In EBAE, however, the slash does not terminate the effect of the number indicator; in UEB, it does.

Note that mixed numbers are treated as two unspaced but separate numeric items.

		EBAE		**UEB**
3/4 lb		⠼⠉⠸⠌⠙ ⠇⠃		⠼⠉⠸⠌⠼⠙ ⠇⠃
open 24/7		⠕⠏⠢ ⠼⠃⠙⠸⠌⠛		⠕⠏⠢ ⠼⠃⠙⠸⠌⠼⠛
3½-4½		⠼⠉⠤⠁⠌⠃⠤⠼⠙⠤⠁⠌⠃		⠼⠉⠼⠁⠌⠃⠤⠼⠙⠼⠁⠌⠃

6.3 Decimals [UEB 7]

In UEB, the configuration for the decimal point is the same as for all other print dots, (⠲).

		EBAE		**UEB**
.3-4.5		⠼⠨⠉⠤⠙⠨⠑		⠼⠲⠉⠤⠼⠙⠲⠑

6.4 Mathematical signs of operation [UEB 3.17]

In keeping with the UEB policy that every print symbol must be represented by an unambiguous braille counterpart, symbols, rather than words, depict mathematical signs of operation and comparison in non-technical material.

Following is a list of the most common mathematical signs. Many others are listed in *The Rules of Unified English Braille.*

plus	+	⠐⠖	multiply	x	⠐⠦
minus	-	⠐⠤	divide	÷	⠐⠌
equals	=	⠐⠶			

Follow print spacing for mathematical signs used in literary context.

		EBAE		**UEB**
write 2 + 2 = 4		⠺⠗⠊⠞⠑ ⠼⠃ ⠏⠇⠥⠎ ⠼⠃ ⠑⠟⠥⠁⠇⠎ ⠼⠙		⠺⠗⠊⠞⠑ ⠼⠃ ⠐⠖ ⠼⠃ ⠐⠶ ⠼⠙

6.5 Roman numerals [8.6.3, UEB Technical Materials 2.6]

In UEB, upper and lower-case Roman numerals are brailled as if they were normal letters using the letter indicator *[grade 1 symbol indicator]* and contractions.

		EBAE		**UEB**
i vi x		⠰⠊ ⠰⠧⠊ ⠰⠭		⠊ ⠧⠊ ⠰⠭
I VI X		⠠⠊ ⠠⠠⠧⠊ ⠠⠭		⠠⠊ ⠠⠠⠧⠊ ⠰⠠⠭
vi-x VI-X		⠰⠧⠊⠤⠰⠭ ⠠⠠⠧⠊⠤⠠⠭		⠧⠊⠤⠰⠭ ⠠⠠⠧⠊⠤⠰⠠⠭
xth XXth		⠰⠭⠰⠹ ⠠⠠⠭⠭⠰⠹		⠭⠹ ⠠⠠⠭⠭⠠⠄⠹

Note that in the last example a *grade one indicator* is not used in "xth" because "x" is not standing alone and cannot be read as "it."

6.6 Clock time, dates, sports scores, votes [UEB 6.7]

In UEB, the effect of the number indicator does not continue through hyphens, colons, or slashes, but it does continue through periods (or any dot).

		EBAE		**UEB**
we won 6-0		⠺⠑ ⠺⠕⠝ ⠼⠋⠤⠚		⠺⠑ ⠺⠕⠝ ⠼⠋⠤⠼⠚
9:30 a.m.		⠼⠊⠒⠉⠚ ⠁⠲⠍⠲		⠼⠊⠒⠼⠉⠚ ⠁⠲⠍⠲
7/14/60		⠼⠛⠸⠌⠁⠙⠸⠌⠋⠚		⠼⠛⠸⠌⠼⠁⠙⠸⠌⠼⠋⠚
7.14.60		⠼⠛⠲⠼⠁⠙⠲⠼⠋⠚		⠼⠛⠲⠁⠙⠲⠋⠚

7. SYMBOLS & ABBREVIATIONS

7.1 Symbols [UEB §3, UEB Technical Materials §11]

In UEB each print symbol is represented by a unique braille symbol, regardless of whether it appears in a literary, mathematical, or computer context. Many new symbols are included in UEB, such as the musical accidentals ♮ # ♭ .

The following list does not include any of the new symbols that UEB has introduced; it shows only the configuration differences of symbols that occur in both EBAE or Braille Formats 2011 and UEB.

			EBAE or Brl Formats		UEB
→	arrow, right		⠫⠒⠒⠕		⠳⠕
←	arrow, left		⠫⠪⠒⠒		⠳⠪
*	asterisk		⠔⠔		⠐⠔
\	backslash		⠳		⠸⠡
^	caret		⠔⠢ *		⠈⠢
†	dagger		⠢⠢		⠈⠠⠹
‡	dagger, double		⠔⠢ *		⠈⠠⠻
º	degree		⠙⠛		⠘⠚
x	dimension		⠃⠽		⠐⠦
$	dollar		⠲		⠈⠎
>	greater than		⠨⠂		⠈⠜
<	less than		⠐⠅		⠈⠣
x	magnification		⠰⠭		⠐⠦
¶	paragraph		⠏⠜		⠘⠏
%	percent		⠈⠒⠏		⠨⠴
£	pound sterling		⠇		⠈⠇
'	prime (feet)		⠋⠞		⠶
"	prime, double (inches)		⠈⠔		⠶⠶
'	prime (minutes of arc)		⠍⠔		⠶
"	prime, double (seconds of arc)		⠎⠑⠉		⠶⠶
::	proportion		⠰⠆		⠒⠒
:	ratio		⠐⠂ [analogy] ⠞⠕ [math]		⠒ [analogy & math]
§	section		⠎⠄		⠘⠎
	transcriber's notes		⠠⠄ ⠠⠄		⠈⠨⠣ ⠈⠨⠜

* *Braille Formats* assigned the same braille configuration to the caret and the double dagger.

EXAMPLES:

		EBAE or Braille Formats		**UEB**
text*		⠞⠑⠭⠞ ⠔⠔		⠞⠑⠭⠞⠐⠔
32°F		⠼⠉⠃⠰⠙⠛⠰⠠⠋		⠼⠉⠃⠘⠚⠠⠋
9x12 rug		⠼⠊ ⠴⠼⠁⠃ ⠗⠥⠛		⠼⠊⠐⠦⠼⠁⠃ ⠗⠥⠛
$10.25		⠲⠼⠁⠚⠨⠃⠑		⠈⠎⠼⠁⠚⠲⠃⠑
$hop here		Explain in TN		⠈⠎⠓⠕⠏ ⠐⠓
¶6		⠏⠜⠼⠋		⠘⠏⠼⠋
25%		⠼⠃⠑⠈⠒⠏		⠼⠃⠑⠨⠴
£9 5s 5d		⠇⠼⠊ ⠼⠑⠰⠎ ⠼⠑⠰⠙		⠈⠇⠼⠊ ⠼⠑⠎ ⠼⠑⠰⠙
6'10"		⠼⠋⠰⠋⠞⠼⠁⠚⠈⠔		⠼⠋⠶⠼⠁⠚⠶⠶
1:500 scale		⠼⠁ ⠖⠼⠑⠚⠚ ⠎⠉⠁⠇⠑		⠼⠁⠒⠼⠑⠚⠚ ⠎⠉⠁⠇⠑
hand : arm :: foot : leg		⠓⠯ ⠐⠂ ⠜⠍ ⠰⠆ ⠋⠕⠕⠞ ⠐⠂ ⠇⠑⠛		⠓⠯ ⠒ ⠜⠍ ⠒⠒ ⠋⠕⠕⠞ ⠒ ⠇⠑⠛
10x zoom lens		⠼⠁⠚⠰⠭ ⠵⠕⠕⠍ ⠇⠢⠎		⠼⠁⠚⠐⠦ ⠵⠕⠕⠍ ⠇⠢⠎

7.1(a) **Superscript (⠔), subscript (⠢)** [UEB 3.24]

A grade 1 indicator is used with superscript and subscript indicators to prevent them from being read as contractions.

		EBAE		**UEB**
$E=mc^2$		⠰⠠⠑ ⠑⠟⠥⠁⠇⠎ ⠍⠉⠶⠼⠃⠶		⠠⠑⠐⠶⠍⠉⠰⠔⠼⠃
H_2O		⠠⠓⠶⠼⠃⠶⠠⠕		⠠⠓⠰⠢⠼⠃⠠⠕

7.1(b) **Reference indicators**

Braille Formats 2011 developed special symbols to represent the various reference indicators used in print (asterisk, dagger, double dagger, hollow dot, colored and highlighted text, etc.). In UEB, a symbol is the same regardless of its meaning or context. An asterisk is an asterisk, whether it is used as a reference marker or indicates omitted matter.

7.1(c) Dot locator for "mention" on Special Symbols Page and in TNs
[UEB 3.13]

When attention is drawn to the dots in a braille symbol in a transcriber's note or on a special symbol's page, in UEB the dot numbers are not explained. Instead, a dot locator symbol (⠨⠿) is placed immediately before the braille symbol giving the reader a point of reference for the dots in the symbol. This includes *all* symbols, not just those with lower or right-hand dots.

SPECIAL SYMBOLS USED
IN THIS VOLUME

⠘⠉ copyright symbol
⠐⠂ ditto mark
⠫ shape indicator

EBAE		**UEB**
⠘⠉ ⠉⠕⠏⠽⠐⠗ ⠎⠽⠍⠃⠕⠇		⠨⠿⠘⠉ ⠉⠕⠏⠽⠐⠗ ⠎⠽⠍⠃⠕⠇
⠐⠂ ⠶⠼⠑⠂ ⠼⠃⠶ ⠙⠊⠞⠞⠕ ⠍⠜⠅		⠨⠿⠐⠂ ⠙⠊⠞⠞⠕ ⠍⠜⠅
⠫ ⠩⠁⠏⠑ ⠔⠙⠊⠉⠁⠞⠕⠗		⠨⠿⠫ ⠩⠁⠏⠑ ⠔⠙⠊⠉⠁⠞⠕⠗

TNIn the example below ⠐⠂ represents the ditto mark.TN	
EBAE	⠠⠄⠠⠔ ⠮ ⠑⠭⠁⠍⠏⠇⠑ ⠆⠇ ⠐⠂ ⠶⠼⠑⠂ ⠼⠃⠶ ⠗⠑⠏⠗⠑⠎⠢⠞⠎ ⠮ ⠙⠊⠞⠞⠕ ⠍⠜⠅⠲⠠⠄
UEB	⠈⠨⠣⠠⠔ ⠮ ⠑⠭⠁⠍⠏⠇⠑ ⠆⠇ ⠨⠿⠐⠂ ⠗⠑⠏⠗⠑⠎⠢⠞⠎ ⠮ ⠙⠊⠞⠞⠕ ⠍⠜⠅⠲⠈⠨⠜

7.2 Abbreviations [UEB §10.12]

Because a letter sign [*grade 1 indicator*] is used in UEB before all single letters (except *a*, *i*, and *o*), whether or not they are followed by a period, some abbreviations are formed differently from those in EBAE.

		EBAE		**UEB**
N. Dak.		⠠⠝⠲ ⠠⠙⠁⠅⠲		⠰⠠⠝⠲ ⠠⠙⠁⠅⠲
V & A		⠰⠠⠧ ⠈⠯ ⠰⠠⠁		⠰⠠⠧ ⠈⠯ ⠠⠁

8. ELECTRONIC ADDRESSES and FILE NAMES

[UEB §10.12.3, Guidelines for Technical Material §17]

In UEB it is not necessary to switch into a special code to read and write web sites, file names, URLs, or e-mail addresses – and beginning and ending indicators are not used. Contractions are used, except for those that must "stand alone" (see 3.3 above). Addresses that are embedded in text, such as in the example below, should be transcribed in contracted [*grade 2*] braille. Displayed addresses and names (those that are separated from text by blank lines in print) should be transcribed in uncontracted [*grade 1*] braille.

Use the symbols listed in UEB §3. Note that the line continuation indicator, which is ⠸⠯ (456, 12346) in EBAE, is ⠐ (5) in UEB. Lines may be broken at any point, but it is preferable not to break between letters in a segment.

For more information go to:
http://www.brailleauthority.org/ueb/overview_changes_ebae_ueb.html

[EBAE]
⠠⠿ ⠍ ⠔⠿⠍⠰⠝ ⠛ ⠞⠕⠒
⠸⠬⠓⠞⠞⠏⠒⠌⠌⠺⠺⠺⠨⠃⠗⠁⠊⠇⠇⠑⠁⠥⠞⠓⠕⠗⠊⠞⠽⠨⠕⠗⠛⠌⠥⠑⠃⠌⠸⠯
⠕⠧⠑⠗⠧⠊⠑⠺⠸⠸⠉⠓⠁⠝⠛⠑⠎⠸⠸⠑⠃⠁⠑⠸⠸⠥⠑⠃⠨⠓⠞⠍⠇⠸⠱

[UEB]
⠠⠿ ⠍ ⠔⠿⠍⠁⠰⠝ ⠛ ⠞⠕⠒
⠓⠞⠞⠏⠒⠸⠌⠸⠌⠺⠺⠺⠲⠃⠗⠁⠊⠇⠇⠑⠁⠥⠹⠕⠗⠰⠽⠲⠕⠗⠛⠸⠌⠥⠑⠃⠸⠌⠕⠧⠻⠐
⠧⠊⠑⠺⠨⠤⠡⠁⠝⠛⠑⠎⠨⠤⠑⠃⠁⠑⠨⠤⠥⠑⠃⠲⠓⠞⠍⠇

[Note that "braille" cannot be contracted because it is a short form and must "stand alone."]

The Computer Dot There is no special symbol in UEB for the dot used in electronic addresses and other computer expressions. In UEB, all dots are represented by ⠲ (256), whether they are used for a period, a decimal point, an ellipsis, a computer dot, or any other dot.

9. ACCENTED LETTERS and FOREIGN WORDS IN ENGLISH TEXT

9.1 Diacritical marks and accents [*modifiers*] [UEB §4.2]

In general literature, EBAE does not differentiate between various diacritical marks, using the accent symbol, dot 4, for all accented letters. *Braille Formats 2011* developed braille symbols to be used when necessary, as in textbooks, for the most common diacritical marks, but they differ from those in UEB.

UEB gives each diacritical mark a distinct dot configuration and refers to them as *modifiers*.

		Braille Formats			**UEB**	
		symbol	example		symbol	example
acute		⠜	é ⠜⠑		⠘⠌	é ⠘⠌⠑
bar or slash overlay		⠲	ø ⠲⠕		⠈⠡	ø ⠈⠡⠕
breve		⠘	ĕ ⠘⠑		⠈⠬	ĕ ⠈⠬⠑
cedilla		⠴	ç ⠴⠉		⠘⠯	ç ⠘⠯⠉
circumflex		⠖	ê ⠖⠑		⠘⠩	ê ⠘⠩⠑
diaeresis/umlaut		⠆	ë ⠆⠑		⠘⠒	ë ⠘⠒⠑
eng		⠫	ŋ ⠫		⠘⠝	ŋ ⠘⠝
grave		⠣	è ⠣⠑		⠘⠡	è ⠘⠡⠑
macron		⠸	ā ⠸⠁		⠈⠤	ā ⠈⠤⠁
overdot		⠂	ż ⠂⠵		use transcriber-defined modifier	
schwa		⠢	ə ⠢		⠸⠢	ə ⠸⠢
tilde		⠐	ñ ⠐⠝		⠘⠻	ñ ⠘⠻⠝
underdot		⠔	ạ ⠔⠁		use transcriber-defined modifier	

Ligatured letters [UEB 4.3]

In UEB the ligature symbol (⠘⠖) is placed *between* the two letters that are joined in print.

Braille Formats			**UEB**	
⠦	æ ⠦⠁⠑		⠘⠖	æ ⠁⠘⠖⠑

9.2 Foreign words in English text [UEB §13.2]

Like EBAE, UEB does not use contractions in foreign words, phrases, or passages occurring in English context, but unlike EBAE, it does not rely on typography (italics, boldface, quotation marks, etc.) alone to determine foreign words. In order to decide whether a word or passage is foreign, UEB says to try to determine the author's or publisher's intent and then be consistent throughout the work.

The UEB symbol for the **Spanish inverted exclamation point** is ⠘⠰⠖ (45, 56, 235). The symbol for the **Spanish inverted question mark** is ⠘⠰⠦ (45, 56, 236).

[EBAE]

—*¡Ten cuidado!*— "Be careful!" she said.

⠤⠤⠨⠖⠠⠞⠑⠝ ⠨⠉⠥⠊⠙⠁⠙⠕⠖⠤⠤ ⠦⠠⠃⠑ ⠉⠜⠑⠰⠇⠖⠴ ⠩⠑ ⠎⠙⠲

—¿Cómo estás?— "How are you today?"

⠤⠤⠢⠠⠉⠈⠕⠍⠕ ⠑⠌⠈⠁⠎⠢⠤⠤ ⠦⠠⠓⠪ ⠜⠑ ⠽ ⠞⠙⠦⠴

[UEB]

—*¡Ten cuidado!*— "Be careful!" she said.

⠠⠤⠨⠂⠘⠰⠖⠠⠞⠑⠝ ⠨⠂⠉⠥⠊⠙⠁⠙⠕⠖⠠⠤ ⠦⠠⠃⠑ ⠉⠜⠑⠰⠇⠖⠴ ⠩⠑
⠎⠙⠲

—¿Cómo estás?— "How are you today?"

⠠⠤⠘⠰⠦⠠⠉⠘⠌⠕⠍⠕ ⠑⠎⠞⠘⠌⠁⠎⠦⠠⠤ ⠦⠠⠓⠪ ⠜⠑ ⠽ ⠞⠙⠦⠴

Note, since in UEB a unique braille symbol represents a print symbol regardless of how or where it is used, that the closing question mark in Spanish is represented by dots 236, same as the standard English question mark.

READING PRACTICE 4

Read the following sentences. Write them out in longhand and compare your work with the print version on page 54.

⠀⠀⠼⠁⠲ ⠠⠮ ⠏⠊⠵⠵⠁ ⠗⠑⠌⠁⠥⠗⠁⠝⠞⠂ ⠠⠎⠼⠃⠏⠊⠵⠵⠁⠃⠁⠗⠂
⠉⠇⠕⠎⠫ ⠞⠙⠲
⠀⠀⠼⠃⠲ ⠠⠗⠂⠙ ⠮ ⠋⠕⠇⠇⠪⠬ ⠌⠕⠗⠽⠲ ⠈⠨⠣⠨⠿⠸⠢
⠗⠑⠏⠗⠑⠎⠢⠞⠎ ⠮ ⠎⠽⠍⠃⠕⠇ ⠿ ⠁ ⠎⠡⠺⠁⠲⠈⠨⠜
⠀⠀⠼⠉⠲ ⠠⠒⠞⠁⠉⠞ ⠍⠑ ⠁⠞ ⠈⠣⠎⠥⠍⠍⠻⠓⠳⠎⠑⠐
⠈⠁⠺⠙⠇⠲⠉⠕⠍⠈⠜⠲
⠀⠀⠼⠙⠲ ⠦⠠⠛⠑⠞ ⠞⠕ ⠹ ⠱⠢⠐⠑ ⠽ ⠉⠲ ⠠⠏⠁⠎
⠙⠄⠥⠗⠛⠑⠝⠉⠑⠲ ⠠⠝⠕ ⠓⠥⠗⠗⠽⠲⠴
⠀⠀⠼⠑⠲ ⠠⠑⠍⠏⠻⠕⠗ ⠠⠡⠜⠇⠑⠎ ⠮ ⠠⠧⠹ ⠷ ⠠⠛⠻⠸⠍ ⠯ ⠠⠊⠌
⠷ ⠠⠎⠏⠁⠔ ⠴ ⠮ ⠋⠁⠧⠕⠗⠊⠞⠑ ⠝⠑⠏⠓⠑⠺ ⠷ ⠠⠍⠜⠛⠜⠑⠞ ⠷
⠠⠁⠥⠌⠗⠊⠁⠲
⠀⠀⠼⠋⠲ ⠠⠺⠑ ⠗⠑⠎⠻⠧⠫ ⠁ ⠼⠃⠤⠃⠫ ⠃⠻⠹ ⠕⠝ ⠁ ⠞⠗⠁⠔ ⠞⠕
⠠⠊⠌⠁⠝⠃⠥⠇⠲
⠀⠀⠼⠛⠲ ⠠⠊ ⠃⠐⠳ ⠉⠗⠕⠊⠎⠎⠁⠝⠞⠎ ⠯ ⠨⠶⠏⠁⠊⠝ ⠁⠥
⠉⠓⠕⠉⠕⠇⠁⠞⠨⠄ ⠁⠞ ⠮ ⠏⠘⠩⠁⠞⠊⠎⠎⠻⠊⠑⠲

WRITING PRACTICE 4

Braille the following sentences. Start each sentence in cell 3 and use a 40-cell line. Compare your work with the print version on page 55.

1. The XM16E1 machine gun was standardized as the M16A1 in 1967.

2. Dad loves watching reruns of M*A*S*H.

3. I really like this jacket. I found it at www.coats4you.com.

4. *"Parlez-vous Français?"* asked the bewildered French tourist.

5. 10% of $500 is $50.

6. The recipe calls for 3/4 lb pork and 1/4 lb beef.

[Reference numbers in the practices refer to sections in this manual.]

Reading Practice 4
(answers)

1. The pizza restaurant, S2pizzabar, closed today.
   [contraction not used following number 6.1(b)]

2. Read the following story. TN ⠸⠢ represents the symbol for a schwa.TN
   [TN symbols 7.1; symbol for schwa 9.1; schwa preceded by dot locator for "mention" 7.1(c)]

3. Contact me at <summerhouse@wdl.com>.
   [angle brackets 2.2(d); electronic address, continuation indicator §8. Note that the braille symbol for @ is the same in EBAE and UEB.]

4. "Get to this whenever you can. Pas d'urgence. No hurry."
   [foreign words in English context 9.2]

5. Emperor Charles the Vth of Germany and Ist of Spain was the favorite nephew of Margaret of Austria.
   [Roman numerals 6.5]

6. We reserved a 2-bed berth on a train to Istanbul.
   [number followed by a hyphen 6.1(b)

7. I bought croissants and *pain au chocolat* at the pâtisserie.
   [pain au chocolate 9.2; circumflex 9.1;
   pâtisserie: the word "patisserie" has been anglicized and is in the dictionary, although without the accented letter. In order to maintain consistency, croissants and pâtisserie should be treated the same.]

[Reference numbers in the practices refer to sections in this manual.]

Writing Practice 4

(answers)

⠼⠁⠲ ⠠⠮ ⠠⠠⠭⠍⠼⠁⠋⠠⠑⠼⠁ ⠍⠁⠡⠔⠑ ⠛⠥⠝ ⠴ ⠌⠯⠜⠙⠊⠵⠫
⠵ ⠮ ⠠⠍⠼⠁⠋⠠⠁⠼⠁ ⠔ ⠼⠁⠊⠋⠛⠲

[letter sign not required for capitalized letters following numbers 6.1(a)]

⠼⠃⠲ ⠠⠙⠁⠙ ⠇⠕⠧⠑⠎ ⠺⠁⠞⠡⠬ ⠗⠻⠥⠝⠎ ⠷
⠠⠍⠐⠔⠠⠁⠐⠔⠠⠎⠐⠔⠠⠓⠲

["reruns" 3.5(f); asterisk 7.1]

⠼⠉⠲ ⠠⠊ ⠗⠂⠇⠇⠽ ⠇ ⠹ ⠚⠁⠉⠅⠑⠞⠲ ⠠⠊ ⠋⠨⠙ ⠭ ⠁⠞
⠺⠺⠺⠲⠉⠕⠁⠞⠎⠼⠙⠽⠕⠥⠲⠉⠕⠍⠲

["really" 3.1(b); electronic address 8
Note that the contraction for "you" cannot be used in an electronic address because it must "stand alone"; nor can a contraction be used following a number.]

⠼⠙⠲ ⠨⠂⠦⠠⠏⠁⠗⠇⠑⠵⠤⠧⠕⠥⠎ ⠨⠂⠠⠋⠗⠁⠝⠘⠯⠉⠁⠊⠎⠦⠴
⠁⠎⠅⠫ ⠮ ⠆⠺⠊⠇⠙⠻⠫ ⠠⠋⠗⠢⠡ ⠞⠳⠗⠊⠌⠲

[foreign words 9.2, cedilla 9.1]

⠼⠑⠲ ⠼⠁⠚⠨⠴ ⠷ ⠈⠎⠼⠑⠚⠚ ⠊⠎ ⠈⠎⠑⠚⠲

[percent and dollar symbols 7.1]

⠼⠋⠲ ⠠⠮ ⠗⠑⠉⠊⠏⠑ ⠉⠁⠇⠇⠎ ⠿ ⠼⠁⠸⠌⠼⠃ ⠇⠃
⠏⠕⠗⠅ ⠯ ⠼⠁⠸⠌⠼⠙ ⠇⠃ ⠃⠑⠑⠋⠲

[fractions printed linearly 6.2]

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